

Bosbury Parish Hall - Terms of Hire of Crockery & Cutlery

please complete and return to Mrs A. Clarke, Church Cottage, Bosbury HR8 1PU

Hirer to retain a copy

1. Definitions:

"Items" means the pieces of crockery and cutlery hired from Bosbury Parish Hall. The "Hall Representative" is Mrs Angela Clarke, the Booking Secretary, on 01531 640828 or her nominee. The "Hire Period" covers the time when the Items are away from the Hall; to allow for collection and return, one days hire period is up to 26 hours and weekend (2 days) hire is up to 52 hours.

2. The Hirer Shall:

Complete and sign the Booking Confirmation below. In doing so, the Hirer agrees to be bound by the terms and conditions herein. It is recommended you keep a copy of this sheet to refer to the Terms of Hire and to record what Items you have booked. Our receipt of this sheet together with your Booking Deposit confirms the booking.

Be responsible for collection and return of the Items to the Hall within the Hire Period. The Hirer shall take every care to ensure that the Items are protected from loss or damage during the Hire Period. Crockery and cutlery remains at all times the property of Bosbury Parish Hall and the Hall Management Committee reserves the right to claim for the cost of replacement of any Items lost or damaged. The availability of Items you have booked may be subject to any previous hirer, immediately before you, returning all their Items without any losses or breakages. In this situation, the Committee would make every effort to help the Hirer make up any shortfall.

Inspect and agree the number and condition of Items with the Hall Representative at collection and on return.

Either (a) ensure all items are returned clean or (b) simply clean off any loose food and dispose of liquids before return. In the latter case, there will be an additional charge of £25 to cover dishwashing.

3. Hire Rates as at June 2010:

The hire rate is 10p per day for each individual item of crockery and 8p for each cutlery item including serving forks and spoons and salt and pepper pots. A place setting of 5 crockery and 6 cutlery items comes to 98p.

A Booking Deposit of £30 is due at the time of booking. If the Hirer cancels the booking more than 21 days before the Hire Period, the deposit will be returned; if the booking is cancelled 21 days or less before the Hire Period, the Hall Management Committee reserves the right to retain the full deposit to cover loss of alternative hiring.

The Hire Charge is due when the Items are collected from the Hall. Items shall be collected and returned by the Hirer at times to be agreed with the Hall Representative. Losses and breakages will be charged when Items are returned at £1 replacement cost per item and the balance of the Booking Deposit will be returned to the Hirer.

4. Items available:

120 of Soup/Dessert Bowl, Dinner Plate, Side Plate	80 of Teacup, Tea Saucer, Teaspoon
120 of Dinner Fork, Dinner Knife, Dessert Spoon	100 of Dessert Fork, Dessert Knife, Small Fork, Soup Spoon
30 of Serving Forks, Serving Spoons	14 Salt pots, 14 Pepper pots

Booking Confirmation

We would like to book the following:

Soup/ Dessert Bowl	<input type="checkbox"/>	Dinner Plate	<input type="checkbox"/>	Side Plate	<input type="checkbox"/>	Small Fork	<input type="checkbox"/>	Teacup	<input type="checkbox"/>	Tea Saucer	<input type="checkbox"/>
Dinner Fork	<input type="checkbox"/>	Dinner Knife	<input type="checkbox"/>	Dessert Knife	<input type="checkbox"/>	Dessert Fork	<input type="checkbox"/>	Dessert Spoon	<input type="checkbox"/>		
Soup Spoon	<input type="checkbox"/>	Teaspoon	<input type="checkbox"/>	Serving Fork	<input type="checkbox"/>	Serving Spoon	<input type="checkbox"/>	Salt Pot	<input type="checkbox"/>	Pepper Pot	<input type="checkbox"/>

Total of _____ Crockery Items at 10p and _____ Cutlery Items at 8p gives hire cost/day £ _____

For ____ day(s) / weekend on _____ date(s). Total Hire Charge = £ _____

I enclose a booking deposit of £30 in accordance with Section 3 above.

To be collected: _____ To be returned: _____

Signed: _____ Date: _____

Name: _____ Address: _____

_____ Contact 'phone Number: _____