

## RADIO MICROPHONE SYSTEMS BOOKING FORM

<b>Which system is required:</b>	<b>Please tick to indicate which system(s) you require:</b>  Sennheiser <input type="checkbox"/> Trantec <input type="checkbox"/>
<b>Name of Organisation / School:</b>	
<b>Contact Name:</b>	
<b>Contact Address:</b>	
<b>Email Address:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Date(s) Required:</b>	<b>From:</b> _____ <b>To:</b> _____  (Sorry, no deliveries or collections at weekends)
<b>Please state the venue and address at which the system will be used:</b>	
<b>I understand the terms of hire and agree to abide by them:</b>  <b>Signed:</b> _____  <b>Print Name:</b> _____  <b>Date:</b> _____	
<b>Send this completed form together with your deposit – a cheque for £200 <u>for each system required</u>, made payable to ‘The RC Sherriff Rosebriars Trust’ - to the address below.</b>	

## **RADIO MICROPHONE SYSTEMS**

The Sennheiser and Trantec systems have been purchased by the trust for the benefit of the local community in Elmbridge and are available on loan for a modest fee to cover running costs and which is substantially lower than commercial rental charges.

### **GENERAL CARE**

Please look after the equipment. There is no funding available to replace the equipment and any damage occurring may deprive the next user of the equipment of its full benefit.

We will charge you for any loss or damage to the system. This will be taken from your deposit and the balance returned to you. Any further costs will be invoiced to you.

### **INSURANCE**

The user is responsible for insuring the system for a replacement value of £10,000

### **BATTERIES**

You will need to provide your own (AA) batteries. Only use alkaline cells. At the end of the loan period, please ensure that all batteries are removed from the transmitters and that a full set is returned with the equipment.

### **CLEANING**

Before returning the equipment please remove all tape, make up and adhesive residues. Do not use toilet, kitchen or other water based cleaning products. Do not use anything that you would not use on a child's skin. Isopropyl alcohol (isopropanol) is usually fairly good and can be obtained from good chemists, probably in the form of sterilizing pads. You will be charged for any cleaning required on the return of the equipment.

### **TERMS AND CONDITIONS**

The R C Sherriff Trust reserves the right to decline to allow individuals or groups use of the equipment without reason.

We will charge you for any loss or damage to the system. This will be taken from your deposit and the balance returned to you. Any further costs will be invoiced to you.

We only have limited resources. The R C Sherriff Trust does not accept any liability if for any reason the system is not available or fully functional for a booking.

Minor adjustments to booking periods may be required to allow other users to have the benefit of the systems as well.

The R C Sherriff Trust gives no guarantee of suitability for a particular use, or fitness for purpose.