

**Equipment Request Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your details** | | | | |
| Name |  | | | |
| Address |  | | | |
|  | | | |
|  | | | |
|  | | | |
| Contact Number |  | | | |
| Email |  | | | |
| Bank Account Number |  | Bank account details are required so that your bond can be refunded to you in a timely fashion via direct bank transfer, for hire customers only. | | |
| Sort Code |  |
| **I have read and agree to the terms and conditions over leaf** | | | **Signed** | **Dated** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment Requested** | | | | | | | |
| Date equipment required |  | | Reason for hire | |  | | |
| **Item** | | **Number available** | **Charge to Prescot based Community Organisations** | **Charge to others** | | **Number requested and period of hire** | |
| **No** | **Days** |
| Plastic trestle tables | | 20 | Free | £4 each per day | |  |  |
| Metal Folding Chairs | | 15 | Free | £1 each per day | |  |  |
| Buffalo P111 Folding Gas Barbecue | | 2 | Free – own gas | £50 each per day – own gas | |  |  |
| Chafer Dishes | | 4 | Free | £10 each per day | |  |  |
| Slow Cooker | | 2 | Free | £10 each per day | |  |  |
| Soup maker | | 1 | Free | £5 per day | |  |  |
| Triple Steamer | | 1 | Free | £5 per day | |  |  |
| Large Cooks Sandwich maker | | 1 | Free | £10 per day | |  |  |
| Tea Cups and Saucers | | 50 | Free | 50p each per day | |  |  |
| Tea Urn | | 2 | Free | £5 each per day | |  |  |
| 4 x 8 Heavy Duty Marquee | | 1 | Free | £50 per day | |  |  |
| 6 x 3 Heavy Duty Marquee | | 2 | Free | £50 each per day | |  |  |
| Portable LED spotlights - rechargeable 10W | | 4 | Free | £5 each per day | |  |  |
| Portable LED spotlights - rechargeable 23W | | 2 | Free | £5 each per day | |  |  |
| Portable LED spotlight - plug in | | 1 | Free | £5 each per day | |  |  |
| Plastic Mesh Barrier Fencing with stakes | | 100m | Free | £50 per day | |  |  |

**Please turn over to read the terms and conditions of hire**

Please send your completed booking form to:

Prescot Town Council

Prescot Town Hall

1 Warrington Road

Merseyside

L34 5QX

or email to: [enquiries@prescot-tc.gov.uk](mailto:enquiries@prescot-tc.gov.uk) Telephone: 0151 426 3933

***Terms and Conditions***

*All equipment must be hired from and returned to Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside, L34 5QX, Monday – Friday between the hours of 9.00am to 5.00pm.*

***Prescot based Community Organisations***

*For the purpose of equipment hire the Town Council define a Prescot based Community Organisation as being*

* a properly constituted group with a named management committee (i.e. chair, treasurer and secretary) who are ‘not for profit’ and are based in Prescot or serving a significant majority of Prescot residents and whose intended use of the equipment provides free access to all i.e. not a closed function / private party.

*Prescot based Community Organisations will not incur a hire charge or be subject to bonds.*

***Other hiring parties and individuals***

If you do not meet the definition of a *Prescot based Community Organisation* as written above the hire of equipment will incur rental charges and bonds as detailed in this document*.*

***General Information***

*Once a request form has been received it will be processed with 1 week, and you will be contacted by a member of staff. If you are making the request as a community group for the first time, please provide a copy of your* ***groups signed constitution****. All hire charges and bonds must be paid in advance of the hire.* *Payments can be made at the Town Hall by cash, cheque or by direct bank transfer. Please note we do not have the facility to take card payments.*

***In all instances proof of identification will be requested upon collection and should be provided as driving licence or passport together with a utility bill or bank statement which clearly identifies the hirers address, this is applicable to community groups and would normally be one of the management committee.***

***Bonds for equipment will be requested in relation to***

Buffalo P111 Folding Gas Barbecue @ £200

4 x 8 Heavy Duty Marquee @ £200

6 x 3 Heavy Duty Marquee @ £200

All other items @ two weeks rental cost.

An operational and safety briefing will be provided for the barbecues along with guidance documentation on safe use.

Returned items will be tested by a member of staff in the presence of the hirer to ensure the items are in full working order / accounted for. **Please ensure you allow enough time to allow these checks to be made. If you do not stay to see these checks performed, you waive your rights to contest a bond refund in the event any damage or loss of equipment is identified.** Bonds will be refunded within two working days into the bank account as stated on the form.

**By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website** [**www.prescot-tc.gov.uk**](http://www.prescot-tc.gov.uk), **and that *you acknowledge the Council’s terms and conditions for the hire of equipment.***