



Battle Town Council



Portable PA system – Hire Agreement

<u>Group / Organisation Name</u> (If applicable)	
<u>Contact Name</u>	
<u>Contact Telephone Number</u>	
<u>Contact Email Address</u>	
<u>Purpose of Hire</u>	
<u>Date of hire period</u>	Date – Hire starts – Hire period finishes-

On signing this agreement, the hirer hereby acknowledges that:

- The unit will be collected from and returned to The Almonry within standard office hours, as agreed;
- Responsibility for the use and care of the unit remains with the hirer until such time as it is returned to the Council office;
- The unit will only be used for its intended purpose and in accordance with the manufacturer's instructions;
- The unit will not be sub-let without permission of the Town Clerk. In the event that this is agreed there will be no charge made for the sub-letting of the unit;
- The Council does not accept responsibility for the unit being fully charged, or for the battery life of the microphones;
- A £50, cash or cheque, deposit is required prior to, or on collection of, the unit and will not be refunded until the unit has been inspected on its return to The Almonry. In the event of the unit being damaged or the loss of any accessory the deposit will not be refunded.

Signed _____

Print Name _____

Date _____

For office use:

Deposit received cash / cheque

Officer issuing unit _____

Date issued _____

Date returned _____ Deposit refunded: Yes / no