**Historic & International Uniform Hire**

*Bookings only taken upon* ***FULL*** *completion of this form*

|  |  |
| --- | --- |
| Items requested |  |
| Type of event (e.g. Unit meeting, Display etc.) |  |
| Collection date (*incl* AM or PM) |  |
| Return date (*incl* AM or PM) |  |
| Leader’s name |  |
| Contact telephone |  |
| Address |  |
| Email |  |
| Unit/Group name |  |
| Comments/Requests |  |

By signing you agree with the following:

* I have read all the instructions on page 2/3 of the 'Equipment and Activities for Hire 2015' booklet.
* I am aware that a deposit is needed for *every* item that I require - ONLY A CHEQUE will be accepted and I will ensure whoever collects the equipment will bring the cheque with them.
* I am aware that I should receive an email confirming that my booking has been accepted.
* I understand that I am hiring the uniforms in a good and complete condition.
* I agree that I will be charged if the uniforms are found to be damaged, incomplete or in an unacceptable state upon its return.
* I agree to pay overdue fees if items are not collected/returned when agreed.

Signed ................................................... Date .........................................

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***Office use only***

|  |  |  |  |
| --- | --- | --- | --- |
| Entered on hire sheet  Date: Initials: | | Emailed confirmation  Date: Initials: | |
| Collected by: | | Telephone: | |
|  |  |  |  |
| Deposit Cheque | £ | Date items returned |  |
| Fee paid (Cheque or cash) | £ | Date items checked back in (incl initials) |  |
| Receipt number |  | Date deposit cheque shredded (incl. initials) |  |