



April 2011

The Albany Equipment Hire Terms and Conditions

1. All equipment is the property of the Venue.
2. The Venue requires at least 48 hours' notice for a given hire.
3. No equipment will be released unless the Venue has received the following from the Hirer:
 - A signed copy of an equipment hire agreement
 - Payment in full, plus a deposit of £250
 - Provision of two forms of identification
4. Late return of the equipment is chargeable. Contact the Venue if you wish to extend the hire agreement beyond the agreed hire-period end date.
5. The Hirer is responsible for the equipment whilst it is in their possession and for any loss or damage whilst it is in their custody or control. The Venue reserves the right to withhold part or all of the deposit up to the value of the equipment or damage caused. The Hirer agrees to pay the Venue any additional amounts as may be determined necessary to repair or replace any lost or damaged items. The Hirer agrees to effect and maintain such insurance policies as may be required to cover all requisite statutory and other liabilities.
6. The Venue will not at any time be liable for any claim or damage whatsoever or however caused to any person or property caused by the equipment. It is the Hirer's responsibility to ensure the equipment is used by competent operators.
7. The Hirer shall ensure the equipment remains safe, serviceable and clean. Any breakdown of unsatisfactory working of the equipment must be immediately notified to the Venue.
8. Cancellation:
 - If the Hirer cancels the hire after it has been confirmed in writing, a cancellation fee will be charged to the Hirer at the rate of:
 - 35% of the hire charge if cancelled over 1 month beforehand
 - 50% of the hire charge if cancelled over 2 weeks beforehand
 - 100% of the hire charge if cancelled less than 2 weeks beforehand
 - If the hire cannot take place due to fire, demise, war, calamity, epidemics, strikes, disputes, force majeure or anything what so ever beyond the control of the Venue neither party shall have any claim against the other and the obligation of both parties shall cease immediately.