

SPECTRUM CENTRE EQUIPMENT BOOKING FORM

Name of Group: _____ Contact Person: _____

Date of Request: _____

Type of Equipment	Hourly Charge	Number of Hours Required	Total Charge
Laptop	£3.00 (incl. VAT)		
Powerpoint Screen	£3.00 (incl. VAT)		
Powerpoint Projector	£3.00 (incl. VAT)		
Laptop & Projector & Screen	£5.00 (incl. VAT)		
Laptop & Projector & Screen - half day (3 hours)	£15.00 (incl. VAT)		
Laptop & Projector & Screen - full day (6 hours)	£30.00 (incl. VAT)		
Overhead Projector & Screen	£2.50 (incl. VAT)		
Flipchart	£2.00 (incl. VAT)		
Flipchart paper (price per pad)	£4.00 (incl. VAT)		
Flipchart pens	£1.00 (incl. VAT)		
TV/DVD Player	£3.50 (incl. VAT)		
TV/Video	£3.00 (incl. VAT)		
Small PA system	£2.00 (incl. VAT)		
CD player	£2.00 (incl. VAT)		

All items are subject to availability. Please complete the "Number of Hours Required" column to indicate your wish to hire this equipment.

DATE REQUIRED: _____

TIME REQUIRED: _____

ON BEHALF OF THE ABOVE GROUP, I STATE THAT I HOLD FULL RESPONSIBILITY FOR THE EQUIPMENT THAT WE USE WITHIN THE SPECTRUM CENTRE AND FOR THE HEALTH AND SAFETY OF ALL OUR STAFF MEMBERS IN CASE OF ANY ACCIDENT OR INJURY THAT MAY OCCUR. I AM RESPONSIBLE FOR THE RETURN OF ITEMS HIRED FROM THE SPECTRUM CENTRE. DAMAGE, BREAKAGES AND LOSSES MUST BE REPORTED AND PAID FOR.

SIGNED ON BEHALF OF GROUP: _____ DATE: _____

PLEASE NOTE: THE SPECTRUM CENTRE **DOES NOT** PROVIDE INSURANCE COVER OTHER THAN PUBLIC LIABILITY. THE BOARD OF DIRECTORS AND THE HIGHLAND COUNCIL STRONGLY RECOMMEND THAT THE GROUP HAS PUBLIC LIABILITY INSURANCE TO COVER INJURY AND PROPERTY DAMAGE TO THIRD PARTIES AS A RESULT OF THEIR NEGLIGENCE.

FOR OFFICE USE ONLY

SPECTRUM CENTRE: 1 MARGARET STREET, INVERNESS IV1 1LS
TEL/FAX: 01463 221842 EMAIL: info@spectrumcentre.org.uk

This form has been approved by The Highland Council

**SPECTRUM CENTRE
EQUIPMENT BOOKING FORM**

DATE RETURNED: _____ TIME RETURNED: _____ TOTAL CHARGE: £ _____