ST IVES CHORAL SOCIETY (Registered charity No. 291640)

BOOKING FORM FOR HIRE OF STAGING

The staging stored at the back of the Free Church Centrum is the property of St Ives Choral Society and may not be used for performances by other groups without the Society’s permission. If your group wishes to use any or all of the staging for a performance in St Ives Free Church, please complete the booking form below and e-mail or post it to the Society’s Treasurer at:  
[treasurer@stives-choral.org.uk](mailto:treasurer@stives-choral.org.uk)

(Hawthorn Cottage, Holywell, St Ives, Cambs PE27 4TQ. tel. 01480 465120)

The Treasurer will issue you with an invoice for the fee of **£50**, and upon receipt of payment permission is granted for one-time use. Payment of the invoice will constitute acceptance by your group of the attached terms and conditions of use.

Name of group making booking: ………………………….…………………………………………….

Event name: …….…………………………..……..……….…….….…….…………………………..

Date and time of event: …….…………………..……………………………………………………..

Nature of event (e.g. Concert) …………………………………………………………………………..

Contact name/ person making booking ………………………………………………………………

Address ……………………………………………………….……......………....................................

…………………………………………………………………… Postcode …………….………....…..

E-mail …………………………………………………………………………………………………

Telephone: ……………............................. Mobile no.: ..………………………..……...…...…

TERMS AND CONDITIONS FOR HIRE OF STAGING

1. In paying the hiring fee the hirer (the group whose name appears on the booking form) undertakes to accept these terms and conditions of use.
2. Permission will be granted for use of the equipment (the staging, its fixing tools and the safety rails) at one performance only (including a rehearsal in the church on the same day) . The Society (St Ives Choral Society) reserves the right to refuse permission for hiring the equipment, for any reason.
3. Permission is conditional upon receipt of the current fee unless the St Ives Choral Society decides to waive payment.
4. It is the hirer’s responsibility to:

– assemble and disassemble the staging securely and in the correct manner

– ensure that the safety rails are securely attached to the back and sides of tiers of the staging

– after the performance, repack the staging correctly in the same manner in which it was found

– to report promptly to the Society Treasurer any damage or loss of equipment.

1. The hirer undertakes to reimburse the Society for the cost of repair or replacement of any damaged or lost item of the equipment.
2. The hirer accepts full responsibility for the safety of those handling the equipment and those seated on or otherwise using the staging.