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## **HIRE TERMS & CONDITIONS**

- 1] The contract is made between Too Smooth Entertainment and the person named of the booking confirmation form.
- 2] The hirer is the person named on the booking confirmation form, and declares that he/she is over eighteen years of age and is legally entitled to enter into this agreement on their own behalf. If they are entering into this agreement on behalf of a company or organization that they have full authority to do so, and that we are advised if the company or organization has limited liability, failure to do so will render the hirer personally liable for any outstanding costs, charges or fees.
- 3] The hire booking confirmation form will usually be sent via email, when it is received it should be carefully checked to make sure all details are correct, then it should be printed off, signed by the hirer and returned to us without delay, either via e-mail, fax, post or in person. If the booking form is not signed the equipment may not be made available for hire, although once the deposit is paid condition 6 regarding cancellation will still apply.
- 4] By providing the information required on the booking form and paying the deposit you are agreeing to all our terms & conditions of hire.
- 5] All deposits paid to us to secure a booking are non-refundable under any circumstances.
- 6] If cancellation is made less than 14 days prior to the commencement of the hire then the full hire fee is due, even if you have only paid a deposit. By paying a deposit you are giving us your permission to debit your credit/debit card with the full outstanding amount for the hire if you fail to cancel in writing less than 14 days prior to the date of the commencement of the hire. If cancellation is made more than 14 days prior to the commencement of the hire you will not receive a refund of the deposit you have paid, but that will be the limit of your liability to us. It is important that cancellation is made to us in writing, and you receive written confirmation from us that we have received your instructions. Failure to do this may result in the full hire fee becoming due as though you had not advised us of the cancellation at all.
- 7] All balances are payable prior to the equipment being made available for hire. Account holders see clause 32. A charge will be made if you choose to pay by credit or charge card, please ask for details when confirming your booking.
- 8] The hirer must provide 3 forms of personal identification, one of which should be a current UK photo driving license or British Passport. We also require 2 other forms of positive ID which can be two current utility bills, or debit/credit card statement confirming your name & address. You must also provide a debit or credit card as a security against any loss or damage to the equipment whilst it is in your care. The identification must be that of the person named on the hire booking confirmation form. Any other person's identification is not acceptable.
- 9] Unless specified, hire charges are based on a minimum period of one day, or part thereof, irrespective of whether the equipment is in use or not. The prices shown on our website are for one day's hire. If you wish to hire for a longer period please call our sales office for details. Additional days are usually charged at a rate of 20% per extra day, although longer term hire rates are available. If equipment is hired on a Saturday it will usually be returned, or collected on Monday, but this will only be charged at one days hire fee.
- 10] Any equipment returned after the booked return date, and without advising us prior to the expiry of the booked return date will be charged at a minimum of one complete day's extra hire fee as shown on our website, regardless of the original hire period. If for any reason you are unable to return the equipment on time you must advise us immediately.
- 11] The hirer undertakes either to insure the equipment for the full replacement value at their own expense or to accept full personal liability for the full value of any losses or damage caused to the equipment when it is in their possession & away from the premises of Too Smooth Entertainment. Whether insured or not, the hirer is responsible for the full replacement cost of all the equipment on hire to them, including all cables, spares and accessories. A valuation is available on request.
- 12] All hired equipment remains the absolute property of Too Smooth Entertainment at all times.
- 13] The hirer undertakes to keep and return equipment in good order and condition. Any equipment returned in a dirty condition may incur a cleaning charge.
- 14] Too Smooth Entertainment reserve the right to charge for repair or replacement of any equipment damaged lost or stolen, howsoever arising, during the period of hire. The hirer's liability is for the full replacement value of the equipment and any cables.