



Projector Booking Form

Before completing this form please read and ensure you have understood the terms and conditions of hire on pages 2-4. If you have any questions or require more than 5 days hire then please contact **ARC Business Services Ltd.** using the contact details below.

Please complete in full and return by email, fax (01727 869333) or by post with your payment incl. deposit alternatively payment can be made by bank transfer.

Company Name: _____ Company Reg No. _____

Company Address: _____

Postcode: _____

Contact Name: _____ Telephone: _____

Email address: _____ Fax: _____

Start Hire Date: ____/____/____ Website: _____

Signature*: _____ *I agree to abide by the terms and conditions

Please confirm/complete the table below with details of your hire requirements:

Product	No. of Days	1 st Day Rate	Additional Days Rate	Total Hire Cost
XGA Projector Hire		£50.00+VAT	£30.00+VAT	£
Roller Projector Screen		£20.00+VAT	£5.00+VAT	£

Delivery & Collection by ARC: Tick if required £25.00+VAT

Refundable Deposit: £100.00

Payment Method: Cheque Bank transfer Cash (customer collection only)

Delivery Address: _____ Site Tel: _____

Please tick if as above _____

Postcode: _____

Please tick if you would NOT like to receive details on latest offers and discounts from ARC Business Services Ltd.

Source of enquiry:

Existing Customer Web search on _____ Recommended Other

ARC Business Services Ltd

The Old Pump House, 1a Stonecross, St Albans, Hertfordshire AL1 4AA

T: 01727 850777 F: 01727 869333 www.arc-business.co.uk

Registered in England No. 04882805 VAT Reg. No. 836 6624 05



Terms and Conditions of Hire

ARC Business Services Ltd, is hereinafter referred to as the "Owner"

The person(s) or corporate body entering into a rental agreement with the Owners is hereinafter referred to as the "Hirer"
The equipment which is provided to the Hirer under the Rental Contract includes all physical items of hardware, cables, documentation, accessories and packing delivered to the Hirers hereinafter referred to as the "Equipment"

"The Contract" means the contract between the Owner and the Hirer for the supply and rental of the Equipment

"Rental" is the provision of the Equipment by the Owners to the Hirer for the Hirer's use for an agreed period and at an agreed cost and subject to these Terms & Conditions

1. Insurance

It is the responsibility of the Hirer to arrange adequate insurance for the equipment at all times.

2. Rental Period

The Contract shall commence on the day of the order and terminate on the day of collection.

3. Rental Charges

Charges for the hire of the Equipment shall be payable at the rates specified in this document. Should the Equipment not be made available for collection by the Hirer upon the contractually agreed termination date, the Hirer is responsible for continued costs at the relevant rates as detailed in the booking form. Should the Hirer return or make the Equipment available mid term, the Owner reserves the right to charge the Hirer the full term costs detailed in the booking form.

All charges are exclusive of transportation to and from the Hirers site and insurance unless otherwise agreed in the booking form. All charges are exclusive of Value Added Tax.

4. Orders

An Order will only be accepted in the form of a completed booking form produced by the Owner will only be accepted in the form of a signed copy by the Hirer or completed emailed document.

Extension to the Order, during the original contractual term, will require completion and return of an 'extended contract agreement'. The Owner reserves the right not to accept an, or extension to Order, at their sole discretion.

5. Payment

Payment by cheque or bank transfer for rentals should be made 5 working days prior to the commencement of the rental period. Following initial advance payment, thereafter terms are based on monthly invoice payable in advance. Cheques should be made payable to ARC Business Services Ltd.

Failure to remit payment in advance of the rental term may, at the discretion of the Owner, result in the termination of the Rental Contract. Late payments, during the agreed Rental Contract, will incur an 'interest' penalty, charged at 4% per month over the prevailing Bank of England base rate.

6. References

Prior to accepting any order, the Owners may at their discretion request references

7. Acceptance

The Hirer shall satisfy himself that the Equipment as supplied corresponds to the delivery note and is in working order. Any part of the Equipment found to be faulty, or not found to correspond with the delivery schedule, shall be notified to the Owners within one working day of receipt of the Equipment. Failure to do so will render the Hirer responsible for the payment of the hire up to the time of notification.

8. Suitability

It is the Hirer's responsibility to ensure that the Equipment as supplied is, if necessary, compatible with existing installations, and is suitable for all the Hirer's requirements

9. Substitution

The Owners reserve the right to substitute the Equipment proposed for the Rental with alternative Equipment of an equal or higher specification. On termination of the Rental the Hirer may not substitute any Equipment delivered by the Owner.

10. Equipment Location

The location of the Equipment, during the Rental, should remain at the delivery address and should only be relocated upon completion of a 'change of location' contract.

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The Owners should be granted access to the premises where the Equipment is located at all reasonable times and with reasonable notice to inspect, maintain or remove the Equipment under the terms stipulated herein.

11. Modification to Equipment

The Equipment shall not be altered, modified or adjusted without the Owners' prior written consent.

12. Care of Equipment

The Hirer shall at his own expense keep the Equipment in good condition and not subject it to any misuse or wear and tear over that consistent with normal and reasonable use. Maintaining where applicable the manufacturers' recommendations.

13. Equipment Failure

In the event of Equipment failure the Owner requests immediate notice from the Hirer. Should the Hirer not provide the Owner with the opportunity to rectify the failure, the Owner reserves the right to pass on the full rental costs relating to the said rental contract.

Should the Equipment failure prove to be due to misuse or the fault of the Hirers existing Equipment, the Owner reserves the right to pass on the said repair costs and engineering charges to the Hirer.

The Owner, in the event of Equipment failure, will make every endeavour to repair or replace said Equipment with the same or comparable, within one working day, at no charge to the Hirer.

14. Loss & Damage

- During the Rental it is the responsibility of the Hirer to insure against both Loss & Damage of the Equipment
- In the event of any loss or damage it is the responsibility of the Hirer to notify the Owner immediately in writing. It is the responsibility of the Hirer to make good to the Owner all loss or damage to the Equipment.
- It is the responsibility of the Hirer, upon termination of the Contract, to keep all Equipment safe and free from damage until collection is made by the Owner or the Owners agent
- Upon return of the Equipment the Owners will inspect the Equipment for any loss or damage. If any loss or damage is discovered, other than fair wear and tear, then the Owners shall notify the Hirer of such loss or damage within a reasonable time. The Hirer shall be responsible for compensating the Owners for any costs incurred in repairing or replacing the Equipment and any loss of revenue to the Owners whilst the Equipment is not available for hire.
- In the event the Hirer disputes the costs or liability and wishes to inspect the Equipment, the Hirer must give notice in writing of his intentions within 48 hours of the Owners initial report. The Hirer must then inspect the Equipment within 7 days of giving notice of his intentions; otherwise the Hirer must accept the valuation costs notified to him by the Owners

15. Termination by the Hirer

The Rental will terminate at the expiry date last notified in writing or by facsimile, unless an extension is agreed with the Owners and confirmed in writing or by facsimile

In the event the Hirer wishes to terminate the Rental prior to commencing the Contract, the Owner reserves the right to enforce a cancellation charge based on the following structure

- Notice given by the Hirer in excess of 1 week prior to the contractual commencement date incurs a 15% penalty of the gross rental.
- Notice given by the Hirer less than 1 week and greater than 2 days prior to the contractual commencement date incurs a 50% penalty of the gross rental.
- Notice given by the Hirer less than 2 days prior to the contractual commencement date incurs a 100% penalty of the gross rental
- In the event the Hirer wishes to terminate the Rental whilst within the Contract period, prior to the expiry date, the Owner reserves the right to enforce a cancellation charge equal to 100% of the rental charges due under the Rental Contract.

16. Termination by the Owners

The Owners may terminate the Rental if the Hirer is in breach of these Terms & Conditions, or is in default of any payment due, or in the Owners view may become in breach or default during the period of Rental.

In the event of the Owners terminating the Rental they shall be entitled to enter the Hirer's premises and remove the Equipment without notice to the Hirer. The Owners are hereby indemnified by the Hirer in respect of any damage or loss to the Hirer or any third party resulting from the exercise of the Owners of their rights herein reserved. This shall include the Owners recovering all amounts outstanding and payable as a result of such action.

17. Liability

The Hirer expressly acknowledges that the Owners are not the original manufacturer or supplier of the Equipment, and that the Equipment has been selected by the Hirer as suitable for its purpose. The Hirer accordingly agrees and acknowledges that all

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conditions, warranties or representations whether express or implied or statutory or otherwise in respect of the Equipment or its fitness for any particular purpose are hereby expressly excluded.

The Owner accepts no liability for any damage, loss, injury, or death or from any claim or proceedings arising from the said rental contract, other than where death or personal injury arises from our proven negligence
The Owner shall not be liable for repairing, maintaining or replacing equipment which is used in conjunction with the Equipment, which is not subject to this agreement

18. Ownership

The Equipment is and shall remain the sole property of the Owners.

19. Dispute

Any dispute between the Owners and the Hirer arising from the Rental of the Equipment or these Terms & Conditions shall be subject to English Law and shall be resolved by arbitration in the County Court each party being responsible for their own costs.

20. Delivery & Collection

All times or dates quoted for delivery of the equipment are given in good faith but without any responsibility on the part of the Owners. The delivery will take place during Monday to Friday between the hours of 9.00am to 5.30pm unless otherwise agreed.

- Should the Hirer wish to make their own arrangements to collect the equipment, insurance of the equipment during transportation is the responsibility of the Hirer. Delivery will be made to the premises stipulated by the Hirer and detailed as equipment location on the completed Quotation Contract.
- The Owner will arrange collection of the equipment from the location detailed on the completed Quotation Contract during Monday – Friday, between the hours of 9.00am to 5.00pm on the next working day immediately after the termination date.
- Should the Owners, or their transport agents, not be able to delivery/collect the Equipment as arranged, the Hirer may be liable for additional charges.

21. Packaging

All packaging supplied with the Equipment shall be held by the Hirer during the period of the Rental and shall be used to re-pack the Equipment for its safe return to the Owners.

If the original packaging is not used for the safe return of the goods, the Owner will not accept liability for any damage incurred to the Equipment during transportation. The Owner will undertake to report the damage to the Hirer within 24-hours of its arrival back to the Owner premises.

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