

4. The Outdoor Education Unit cannot loan or hire equipment to or for any commercial group.
5. The hirer must return the equipment in the same condition as it was issued and every effort is to be made to ensure the 'all the equipment' is complete, dry and clean before its return. Any cleaning costs incurred will be included on the invoice.
6. All equipment must be returned on the agreed day and time during the store's opening times.
7. As a guide weekend hire should be picked up on Thursday and returned the following Tuesday. Week hire is for a full week from either Thursday to Thursday or Tuesday to Tuesday.
8. Any loss or damage must be notified when returning the equipment. Damage, loss or late return of equipment will result in additional costs being imposed.
9. An estimated cost will be given to groups when applying for use of the equipment. Following its return and inspection an invoice will be issued for use of the equipment and any damage, loss or late return.
10. All cheques should be made payable to *Portsmouth City Council*

By submitting this booking form it is understood that you have read these conditions and agree to abide by them.

NAME AND ADDRESS OF HIRER.....

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TEL NO.

Email:.....

Signed:.....

Date:.....