

CONDITIONS OF HIRE

1. All equipment hired remains the property of Adams Catering Hire.
 2. For all customer collections, valid ID will need to be produced at the time of collection. Goods will not be released until ID is shown.
3. The hirer warrants the person signing the delivery note is duly authorised to do so on behalf of the Hirer and the person signing the delivery note warrants he/she is duly authorised to sign on behalf of the Hirer.
4. Without prejudice, or the need to give notice to the Hirer, Adams reserve the right to substitute similar equipment in lieu of a particular item ordered.
5. Every effort will be made to comply with any reasonable directive relating to delivery and collection arrangements. However, Adams does not accept liability for claims arising from non-delivery or late collection of equipment or failure to adhere to those specific instructions.
6. All deliveries are made to a ground floor reception area, unless advised otherwise. Charges may be made for deliveries executed elsewhere. A charge for waiting time will be made if the venue is unable to accept goods at the pre-arranged time. When collecting, we expect that all goods shall be left in one place and returned in their correct containers. A charge will be made if we have to clear and collect. If we are unable, for reasons of time, to do this, we will make a charge for recollection when the goods are ready.
7. Returns of lost equipment can only be accepted upto 7 days AFTER the event. Any goods returned after this time will have the normal hire charge rate deducted from any credit.
8. The Hirer is fully responsible for hired equipment from commencement of hire until the equipment is returned in good order to Adams House.
9. No responsibility will be accepted by Adams Hire for accident or damage resulting from the use of the equipment hired howsoever caused.
10. Under no circumstances should electrical equipment be used without being correctly earthed unless it is of double insulated construction.
11. Gas appliances must not be used below ground level and should be sited in a well-ventilated area.
12. If a Hirer has any cause for complaint concerning the condition, suitability or performance of equipment Adams Hire should be notified within 24 hours. No consideration for redress will be given to a grievance once the item has been used.
13. Hired equipment is solely intended to be used and stored indoors unless specifically designed and manufactured for use outdoors. If the equipment is used and stored outdoors the Hirer is fully responsible for any damage caused.
14. Table linen must not be returned damp or wet. Damage resulting from mildew, candle wax or other stains and burn marks will be invoiced at full replacement cost.
15. All containers used in the packing and transit of equipment must be returned. A charge will be made for all cartons and boxes lost or damaged.
16. Hire charges are calculated from the date of delivery until the date of collection.
17. Hire charges shown are for a 3 day period (weekends are charged at this rate), 4-7 days are charged at 1.5
18. Hire charges do not include transport or VAT
19. Quotations are not accepted as an order until a deposit is taken, with the balance due 30 days prior to delivery, unless an account with us is held. Valid credit card details are required as a security deposit on all orders by non-account clients. We reserve the right to cancel any delivery not paid for in full before the due date.
20. For account holders, invoices are strictly 30 days from the date of invoice, we reserve the right to charge interest on all late payments.
21. Cancellation charges are as follows;

Less than 48 hours notice - 100%	Less than 5 days notice - 25%
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22. If a cheque is presented to us for payment for a hire is returned by the Bank, a fee will be charged.
23. All prices are plus VAT and a dirty return charge.

I ACCEPT AND AGREE TO THE ABOVE CONDITIONS OF HIRE

SIGNED..... DATE.....

Office use

Order no..... Date..... Payment.....