

## Application to book Event Equipment

(not including Mobile Climbing Wall, Body Zorbs or Bike Track  
– another form is required for them)

**1. Please tick the items you wish to hire on the sheet attached (Schedule 2)**

**2. Individual or organisation making the booking application**

Name.....

Address.....

Postcode.....

Email address.....

Tel number.....

**3. Contact person responsible for the equipment during the hire (if different from above)**

Name.....

Tel ..... email.....

**4. Details of Hire**

Date(s) of Hire.....

Venue where items will be used.....

Address of Venue including postcode.....

Is the venue indoor or outdoor? .....

Describe the type of event at which the items will be used

.....

.....

Estimate the numbers likely to attend.....

**5. Delivery and Return**

Can you collect and return the items from Leisurelend or do you need them to be delivered (there may be a charge for this). If so, when would you like to do this?

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## 6. Payment

Method of payment – please indicate how you will be paying. We will confirm this with you when your booking has been accepted and a quote given to you.

..... Internal Purchase Order number (For internal Aberdeenshire Council hires only)

..... Invoiced (Orders over £20 only) If Invoice details different to booking details please contact with correct Invoice information (Name, address, Contact Number and email.). Email to [sportsevents@aberdeenshire.gov.uk](mailto:sportsevents@aberdeenshire.gov.uk)

### Please indicate (x) how you would require your Invoice Sent

email     hard copy via post

..... By cheque or cash (Cheques made out to “Aberdeenshire Council”)

## 6. Finally

Please read and sign as indicated below.

By signing this form, I confirm that:

- 1) I have read, understand and agree to the Terms and Conditions of Hire available on [the website](#) or from [Leisurelend@aberdeenshire.gov.uk](mailto:Leisurelend@aberdeenshire.gov.uk) and agree to comply with the conditions and obligations imposed;
- 2) I am the person responsible for the booking and agree to only use the items in accordance with their intended purpose and cooperate with any instructions from the Council;
- 3) I have received, read and understood the Guidance Note provided for Hirers;
- 4) I will ensure prompt payment when asked; and
- 5) I understand that if items are damaged due to my group's negligence I may be liable for the costs of repair and/or may not be allowed to hire again in future.

**Please note the following: if this Application to Book is initially returned by email\* please simply type name where indicated below. The email address will be taken as proof of identity.**

**Where an electronic copy of the Application to Book is provided, a hard copy of the form with a full signature shall also be required on delivery or on collection of the Equipment for our records.**

**Please indicate (x) method(s) for returning the form; one must be in hard copy form:**

email     hard copy via post     hard copy on collection / on delivery

Name..... Signature.....Date.....

If this form is to be returned by \*email please send to: [sportsevents@aberdeenshire.gov.uk](mailto:sportsevents@aberdeenshire.gov.uk)  
or if by post to: Sports Events, Leisurelend, Harlaw Way, Inverurie AB51 4SG

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## Equipment Schedule

Prices from 1 April 2018: small £7.50, medium £15, large £22.50, Premium £30 per hour to a max of £150  
Hire Period is 48hrs or Friday to Monday. Bank Holidays will be taken into consideration.

Events Equipment	price bracket	Number requested	Comments
marshal bibs (up to 20) Approx 20 various sizes in each box	small		
road signs and course signage (25)	small		
portable PA systems with wired mic	medium		
portable PA systems with wireless mic	medium		
Cinema Kit rear projection	large		
Cinema Kit front projection	large		
Display boards	medium		
Bunting (approx 100m in each box)	small		
Instant Shelters 3m x 3m	medium		
Instant Shelters 6m x 3m	large		
Instant Shelter sides (upto 4 sides)	small		
Instant shelter weights (set of 4)	small		
Start/Finish Inflatable	large		
Start & Finish Flags ( 2 off each)	Medium		
Blower for Inflatable Arch	small		
winners podium	small		
temporary fencing	small		
tables (up to 5)	small		
chairs (up to 10)	small		
Leisuremobile	premium		
fence spikes (up to 20)	small		
digital timing clock	large		
stop watches with printer (sets of 2)	large		
Counters – set of five	Small		
Shortwave radios (up to 8)	large		
Bike Racking per 5 sections(35bikes)	large		
No Waiting Cones (Per 10)	Small		
Cones 500mm ((Per 10)	Small		
Cones 750mm ((Per 10)	Small		
<b>Sports Equipment</b>			
skipping ropes assorted ( Mix Available)	small		
space hoppers assorted ( Mix Available)	small		
Hoops assorted ( Mix Available)	small		
Mixed Games Bag	small		
Mixed Activity Bag	small		
Footballs or bag of	small		
kwik cricket	small		
<b>Comments / Further equipment required</b>			

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FOR OFFICE USE ONLY

Date booking form sent..... Date of receipt of completed booking form.....

Quote of £.....offered

Breakdown of costs

Items hired	Cost quoted