

## Exhibition Conditions of Hire

### Definitions:

“MJR” = Owner of the equipment.

“You” = Borrower; person/organisation hiring the exhibition.

1. You will be fully responsible for the exhibition during the period of the hire; the period of hire being defined as the moment it leaves MJR storage to the moment it is returned to MJR storage. You will be responsible for checking that you receive all the equipment in good condition, and for ensuring that all equipment is returned in good condition.
2. MJR will make no charge for the hire of the exhibition but a deposit of £500 will be required; this will be refunded in full (usually within 2 days of the return) once on MJR has confirmed the condition of the exhibition. A donation to MJR to offset the design and production costs would also be appreciated.
3. A copy of your public liability insurance must be provided before booking confirmation.
4. You will be responsible for reporting any loss or damage to MJR as soon as possible, and you will be responsible for any costs involved in making good any losses or damage incurred during your period of hire (all repairs to be carried out by MJR’s usual agents).
5. The equipment must be set up by suitably qualified and competent persons, answerable to you, and as agreed beforehand with MJR. Instructions for set-up and use of the equipment are included with the exhibition; it is assumed that those using the equipment are already qualified to do so.
6. MJR’s rep. will be available to give any further advice and assistance as necessary should problems occur. If in doubt, don’t guess, PHONE! (07855 149828)
7. The exhibition is not to be sub-let, unless a specific arrangement has been previously made with MJR.
8. You will be responsible for any charges relating to other uses of the equipment not previously communicated and agreed.
9. You will be responsible for organising all transportation of the exhibition, and for all charges relating to the delivery and collection of the equipment from MJR.
10. The collection and return of the exhibition, using an approved method of transportation, must be agreed with MJR before the hire can be considered confirmed.
11. The exhibition may be transported by private car providing full details of the car and the driver have been agreed with MJR before confirmation of hire. The driver will take full responsibility for the safe collection and delivery of the exhibition, and will be responsible for any loss or damage caused during transportation (an equipment checklist must be signed on collection and return).
12. The exhibition may be transported by an approved courier by prior agreement. You will be responsible for all negotiations with the courier, and for providing MJR with full details of the courier company before the hire can be considered confirmed. You will be responsible for the exhibition the moment it leaves MJR storage until the moment it is returned to that storage. (A checklist of equipment must be signed and given to the courier to return to MJR.)
13. The date and time of collection must be agreed before confirmation of hire.
14. Changes to collection / return arrangements: MJR reserves the right to make an administrative charge if the exhibition is collected or returned more than 2 hours after the agreed time – this charge may be waived if the delay is due to circumstances beyond your control. In all cases, you must make every effort to inform MJR’s rep at the soonest possible moment.
15. MJR will require from you a signed contract agreeing to these conditions.
16. MJR’s decision on any of the above shall be binding on you.

MJR will confirm the exhibition hire on receipt of the signed booking form and related documents.