

Exhibition Hire Booking Form

Name of Organisation	
Person responsible for hire	
Email	
Telephone	
Mobile	

Details of Venue where the exhibition will be displayed:

Address of venue:	
Please provide a brief description of the venue:	
Dates of meeting / conference:	
Please provide details of how the exhibition will be stored overnight (if applicable):	
If the exhibition is to be left in the venue overnight, what security arrangements will be in place?	
If the exhibition is to be transported to another venue for overnight storage, please provide details of this venue and how it will be transported there.	

Proposed Transportation arrangements:

Collection/Return by Private Car	
Name of driver	
Type for vehicle	
Proposed date and time of collection	
Proposed date and time of return	

Collection / Return by Courier	
Name and contact details of courier company	
Proposed date and time of collection	
Proposed date and time of return	

Please tick your agreement to the following:

I have read and agree to the MJR Conditions of Hire.	
I confirm that my organisation has Public Liability Insurance of at least £5m for the proposed event, and I attach of copy of the policy.	
I agree to provide a £500 deposit on or before collection of the exhibition.	

Signature of Hirer: **Date:**

Please complete and return this form to: exhibition@mjr-uk.com
 Unless otherwise stated, the exhibition should be collected from, and returned to:
 Rev Alton Bell, 115 Preston Hill, Kenton, Harrow, Middlesex HA3 9SQ