

# Equipment Hire

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Please indicate the equipment you wish to hire. A caretaker will be on duty throughout the hire period to advise/assist with operating DOE equipment. All items are subject to availability.

	£each	QTY	£total
Handheld microphone (max 4)	10		
Handheld Radio Microphone (max 2)	20		
Wireless Lapel Clip-on Microphone (max 10)	20		
Wireless Headset Microphone (max 5)	20		
Video playback Equipment VHS	50		
DVD playback Equipment	50		
Data projector (connection to hirer's computer) <i>*Hirer is responsible for having the correct connection cables</i>	100		
Flip Chart	10		
Overhead Projector	20		
35mm Slide Projector	20		
Audio recording – digital	30		
Video recording (DVD)	50		
Masking Flats (10 max)	10		
<b>Sum:</b>			
Plus 17.5% VAT			
<b>Total:</b>			

## The Studio Theatre:

The Studio Theatre is only available for evening functions as it is used by Ballakermeen High School for educational purposes between 8:50am and 4:30pm.

The Studio Theatre is subject to DOE fire regulations; therefore the capacity must not be exceeded.

Equipment Total:	£
Room Hire Total:	£
<b>Total to Pay:</b>	<b>£</b>
<b>I/we enclose the payment:</b>	
A. 30% Non-refundable deposit: made payable to Ballakermeen High School	£
B. Payment in full (for bookings made less than 4 weeks prior to event)	£
C. Official Government order number	
I/we further agree to pay the full balance no later than 14 working days prior to the date of the event (non-approved credit accounts) or by the 15 <sup>th</sup> day of the month following the invoice (approved credit accounts).	
<b>Signed by event organiser:</b>	
<b>Date:</b>	