



## INDIVIDUAL WORKSHOP HIRE BOOKING FORM

**Name:** .....

**Address:** .....

.....

**Tel:** .....

**Email:** .....

**Date of hire** .....

**Fee Paid:** .....

**Other Hirers (if applicable):**

1 .....

2. ....

3. ....

I have read and agree to the terms and conditions of use

Signed .....

.....

**Terms and Conditions of Use:**

1. All bookings are to be made through Red Hot Press either by post or in person and are subject to confirmation.
2. The person filling in the form is responsible for paying the full booking fee.
3. Bookings and payments need to be made at least 7 days prior to the hiring date and should be accompanied by a booking form. Cheques to be made payable to Red Hot Press.
4. Please give 3 days notice of any cancellation or alteration of booking. Shorter notice than this will be subject to a 50% charge.
5. If hiring as a group no part-refund is available if one or more of your group cancel or does not attend.
6. If Red Hot Press needs to cancel a booking for unforeseen reasons we will refund the total booking fee paid. We will always try to offer an alternative session.
7. A hiring session is 10 am - 5 pm.
8. Any damage caused to RHP property or equipment must be paid for by the hirer.
9. The hirer must leave the workshop in a clean and tidy condition by 5pm.
10. Any equipment brought in by the hirer is used at their own risk.
11. Red Hot Press cannot be held liable for any loss or damage to personal property whilst using the workshop.
12. Hire of Red Hot Press includes lighting and heating and ink but excludes the cost of all other materials.
13. Red Hot Press reserves the right to refuse a booking.
14. Any person hiring the workshop must be a member and have completed 21 supervised workshop hours and an individual induction into Health and Safety and good workshop practise with either Sarah or Katherine.
15. Red Hot Press reserves the right to alter the terms and conditions at any time without notice.