



WORKSHOP HIRE BOOKING FORM

Name:

Address
.....
.....

Tel:

Email:

RHP Status: Member/Non member (delete as applicable)

Date of hiring

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

Signed.....Date.....

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. Bookings need to be made **at least 7 days** prior to the hiring date.
3. Payment should be made **at least 7 days** in advance of hiring date and 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 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.
6. A session is 10 am - 5 pm or (1/2 day hire 10am - 1.30pm **or** 1.30pm - 5pm **or** 5pm - 8.30pm 1/2 day rates are for members only)
7. Any damage caused to RHP property or equipment must be paid for by the hirer.
8. The hirer must leave the workshop in a clean and tidy condition.
9. Any equipment brought in by the hirer is used at their own risk.
10. Red Hot Press cannot be held liable for any loss or damage to personal property whilst using the workshop.
11. Hire of Red Hot Press includes lighting and heating but excludes the cost of materials and ink.
12. Red Hot Press reserves the right to refuse a booking.
13. Any person hiring the workshop must have either attended a course or an individual induction into Health and Safety and good workshop practise with either Sarah or Katherine.
14. Red Hot Press reserves the right to alter the terms and conditions at any time without notice.