



Equipment & Stationary Requirements:

<u>Equipment:</u>	<u>Required:</u>	<u>Stationary:</u>	<u>Number:</u>
OHP / Screen:		Pens / Note Pads:	
Flipchart / Paper:		Tent Cards:	
Whiteboard / Pens		Name Badges:	
LCD Projector:		Photocopies:	
TV / VHS / DVD:		Laminates:	
Other:		Acetates:	

Please Note: There is an extra charge for hiring AV equipment as detailed in your terms and conditions of hire and must be pre-ordered for each event individually.

Declaration: I wish to apply for the facilities detailed above and understand by completing this form I am under contract. I have read and understand the terms and conditions of hire and agree to pay the charges incurred.

Signed:

Dated: