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Description automatically generated

**CampusTV, SU Group Booking Form**

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| --- | --- |
| **Contact Name & Username:** |  |
| **Contact Telephone Number:** |  |
| **Contact Email Address:** |  |
| **SU Group Name:** |  |
| **Event Name:** |  |
| **Event Venue:** |  |
| **Event Date and Time:** |  |
| **Booking form completion date:** |  |
| **Codes for Internal Transfer:** |  |

**Booking Details**

|  |  |  |
| --- | --- | --- |
| **Service** | **Price** | **Quantity** |
| Panasonic AG-AC90 | **£20** | **1** |
| **Total Order Value:** | **£20** | |

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| --- |
| **Has an Event Planner been submitted and approved: N/A** |

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| --- |
| **Other Details regarding your booking, if any:** |

**Please read the terms and conditions carefully. By booking any Equipment Hire you must have agreed to accept the following terms**

**Please tick**

🞎 The Group undertaking the booking will be responsible for the Risk Assessment related to the event.

🞎 The Booking is not confirmed until specific confirmation is issued by the Station Manager of CTV. CTV cannot guarantee to provide any service. No contract shall be created until confirmation has been received by email from Station Manager.

🞎 Transport of hired equipment to be arranged by the hirers. Please liaise with CTV to ensure such arrangements are suitable for CTV’s requirements. If transport arrangements cannot be made then CTV will arrange transport and charge the hirer.

🞎 The hirer accepts responsibility for the safety and security of equipment for the duration of the event and transport to and from any event. Any damage to equipment arising other than by CTV’s own negligence will be charged to the hirer. If insurance is claimed for such damage the hirer will be responsible for covering the excess.

🞎 CTV shall not be held responsible for cleaning the event venue before or after the event, nor for any charges arising as a result of fines, fees, damage, loss, expenses, or liabilities no matter the nature of such charges, except to the extent required by law, unless such charges arise due to CTV’s negligence.

🞎 The hirer is responsible for ensuring permission is sought from the University security team or externally for CTV to be present. This includes appropriate licences. CTV will not be held responsible for any fines or charges arising as a result of the lack of such permissions or licences, or the violation of the terms of such if they have not been made aware of said terms in writing.

🞎 The hirer may cancel the event at any time, such cancellation to incur the following charges:

* Up to one week before the event: 0%
* Between 7 days and 24 hours before the event: 50%
* Within 24 hours of the event: 100%

The time periods above are counted from the start time of the booking. Should the above charges not be sufficient to cover any unrecoverable costs incurred by CTV in relation to the event, the hirer will also be responsible for such deficit.

🞎 CTV reserve the right to cancel any booking up to one week before the event. Should CTV exercise this right, any fees paid in advance to CTV will be returned to the hirer but no additional sums of any kind will be payable by way of compensation, damages, or breach of contract.

🞎 It is the responsibility of the hirer to ensure suitable power is accessible, and (if the event is outside) cover is provided. Please liaise with CTV to ensure the power supplied is suitable. Should no or unsuitable cover be provided CTV reserve the right to stop any performances in bad weather.

🞎 Payment will be made by internal transfer and must be made within 30 days of the event taking place.

*By signing the below you agree to all the above terms and conditions.*

**Print Name:**

**Sign:**

**Date:**

**Please return the form to:**

CTV Station Manager: ctv-manager@bath.ac.uk

CampusTV, University of Bath. Claverton Down. Bath. BA2 7AY.

****Your booking will be confirmed once you have had a response from the Station Manager.