**URB Roadshow, SU Group Booking Form**

|  |  |
| --- | --- |
| **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** |
| DJ Decks (RX3) | **£85** | **1** |
| **Sub Total:** | **£70.83** | |
| **Vat:** | **£14.17** | |
| **Total Order Value:** | **£85** | |

|  |
| --- |
| **Has an Event Planner been submitted and approved:** YES |

|  |
| --- |
| **Other Details regarding your booking: (music required extra equipment etc)** |

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

**Please tick**

🞎 Our DJ’s are expected to work within legal safety guidelines. Under no circumstances should they be encouraged to break them or to work under unsafe circumstance. The Group undertaking the booking will be responsible for the Risk Assessment related to the event. URB will provide a copy of their standard Roadshow Risk Assessment to go alongside this.

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

🞎 URB members are volunteers, under no circumstances should the hirers be disrespectful or abusive to members. Should this occur, it will be dealt with by the University Disciplinary procedures.

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

🞎 The hirer accepts responsibility for the safety and security of Roadshow equipment for the duration of the event and transport to and from any event. Any damage to Roadshow equipment arising other than by URB’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.

🞎 URB 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 URB’s negligence.

🞎 The hirer is responsible for ensuring permission is sought from the University security team or externally for URB to be present and music to be played. This includes appropriate licences. URB 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 URB in relation to the event, the hirer will also be responsible for such deficit.

🞎 URB reserve the right to cancel any booking up to one week before the event. Should URB exercise this right, any fees paid in advance to URB 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 URB to ensure the power supplied is suitable. Should no or unsuitable cover be provided URB 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:**

URB Station Manager: [manager@uniradiobath.com](mailto:manager@uniradiobath.com)

University Radio Bath University of Bath. Claverton Down. Bath. BA2 7AY.

****Your booking will be confirmed once you have had a response from the Head of Roadshow.