

# The Sir Arthur Conan Doyle Centre

25 Palmerston Place, EH12 5AP

0131 625 0700

## Equipment Hire

The Arthur Conan Doyle Centre offers the hire of equipment for additional charges.

Please see prices below:

- Flip Charts – **Complimentary**
- Projector and Screen HITACHI CPWX12WN - **£15.00.**
  - Types of input accepted by the projector:
    - LAN AC, HDMI, USB TYPE A, USB TYPE B
- Hired as one:
  - Canon XA40 4K Video Camera (two stereo inputs)
  - Tripod
  - Cam Link 4K
  - 4 x Boya cordless lapel mics
  - Handheld cordless mic
    - Full Day Hire: **£150.00**
    - Half Day Hire: **£100.00**

◦

\*Additional services can be offered: technical staff support and use of the Centre's zoom account (pricing can be requested separately for these)

\*All prices are quoted per individual session

The Sir Arthur Conan Doyle Centre is a trading name of The Palmerston Trust.

Registered Office: 25 Palmerston Place, Edinburgh EH12 5AP.

Company Registration Number: SC402435. Registered Charity in Scotland Number: SC042492

# The Sir Arthur Conan Doyle Centre

25 Palmerston Place, EH12 5AP

0131 625 0700

## Equipment Hire Terms and Conditions

Subject to the terms and conditions, The Arthur Conan Doyle Centre (The Centre) undertakes to provide you (the Hirer) with the equipment referred to in these terms and conditions for the paying the charges referred to within these terms and conditions.

These terms and conditions comprise the whole contract made by The Centre with you for hire of equipment.

### Terms

The Centre shall not be held liable under any circumstances for the inability of the Hirer to make full use of the equipment provided, whether this be caused by the Hirer having selected inadequate or unsuitable equipment or services, the venue being unsuitable for intended purpose of access to the venue being inadequate with respect to installing the chosen equipment.

The Centre will test all equipment before the agreed date of hire and confirm all equipment is working at time of hire.

It is the Hirers responsibility to ensure all equipment is complete and in working order. The Centre cannot be held liable for any defect or failure.

The Hirer accepts full responsibility for any damage or breakages to equipment while it is in their possession and care. Under such circumstances, no compensation may be sought by the Hirer.

The Sir Arthur Conan Doyle Centre is a trading name of The Palmerston Trust.

Registered Office: 25 Palmerston Place, Edinburgh EH12 5AP.

Company Registration Number: SC402435. Registered Charity in Scotland Number: SC042492

# The Sir Arthur Conan Doyle Centre

25 Palmerston Place, EH12 5AP

0131 625 0700

## Equipment Hire Terms and Conditions

It is the responsibility of the Hirer to ensure that they have access to the venue within a reasonable time period before guests arrive, for safe set up of equipment, and that reasonable time remains after the event, for subsequent safe dismantling and return of equipment.

Where damage has occurred, the Hirer shall be responsible for repair costs of the equipment concerned for up to but not exceeding the full replacement cost of new items of equipment concerned at current market value. Where items are discontinued the closest replacement item will be specified.

Should the Centre be unsatisfied with the condition of equipment at the end of the hire period, as a result of damage to equipment incurred whilst in the possession and care of the Hirer, as described above in this section, the Hirer shall be held liable for charges as detailed above.

Equipment shall be used for the sole purpose for which it is intended by the manufacturer. Equipment must not be modified or misused in any way.

All equipment remains the property of the Centre throughout the entire period of hire.

The Hirer shall not lend or rehire equipment to any third party.

The Sir Arthur Conan Doyle Centre is a trading name of The Palmerston Trust.

Registered Office: 25 Palmerston Place, Edinburgh EH12 5AP.

Company Registration Number: SC402435. Registered Charity in Scotland Number: SC042492

# The Sir Arthur Conan Doyle Centre

25 Palmerston Place, EH12 5AP

0131 625 0700

## Agreement of Terms & Booking

This booking consisting of this document and the terms & conditions; signed by the Hirer and the Centre as follows:

Signed by the Hirer: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Place of Signing: \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Signed by the Centre: \_\_\_\_\_

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Place of Signing: \_\_\_\_\_

Date of Signing: \_\_\_\_\_

The Sir Arthur Conan Doyle Centre is a trading name of The Palmerston Trust.

Registered Office: 25 Palmerston Place, Edinburgh EH12 5AP.

Company Registration Number: SC402435. Registered Charity in Scotland Number: SC042492