



Tel: 01563 578124

Email: fun4hire@east-ayrshire.gov.uk

Contact Name		Organisation	
Address		Invoice Address (if different)	
Postcode		Payment Method	
Contact number		*Cost Code	
E-mail		*Ledger Code	

FUN4HIRE KITS			
*kits can only be hired unstaffed if Fun4Hire training has been completed			
Traditional Games		Badgemaker	Sensory Kit
Circus Skills		Badge components (batches of 50)	New Age Kurling
Parachute & Earth Ball		*Balloon Modelling (batches of 100)	Physical Activity Play Kit

Do you require the equipment to be staffed	
Location/Venue equipment to be used	
Uplift Date/time	
Return Date/time	
No. of days equipment will be used	

LARGE EQUIPMENT / INFLATABLES			
Please note these hires are all staffed			
INFLATABLES		EQUIPMENT	EVENTS PACKAGES
Inflatable Slide		Giant Games	Mini Fun Day & Pre 5 Kit
Small Castle (Pre 5s)		Pre 5 Play Pack	Mini Fun Day & Giant Games
Party Castle (5 years+)			Mega Fun Day & Pre 5 Kit
Giant Assault Course			Mega Fun Day & Giant Games

Location/Venue equipment to be used	
Height/size of venue checked suitable for equipment? (This should be checked by customer prior to booking)	YES/NO
Delivery Date	
Start and Finish Time (please allow adequate set up time)	START: FINISH:
Indoor or Outdoor Event Please note if outdoor inflatables must be used on grass	INDOOR/OUTDOOR
Electricity Supply Available	YES/NO
Generator Required (charge will be detailed on invoice)	YES/NO

DECLARATION – Must be completed

I have read and understood the conditions and signed the Data Protection Statement overleaf and hereby agree to abide by these conditions. I understand that I may be charged for any lost/damaged equipment or cancellation at short notice.

Signed: _____ **Date:** _____

DATA PROTECTION ACT



East Ayrshire Council, Vibrant Communities, will use the personal information on this form to enable us to provide the service requested. The information supplied may also be used for planning, statistical and research purposes.

I consent to the use of my personal information for these purposes.

***Name:**

Date:

We may also contact you to let you know about other services that may be of interest to you. Please check this box if you do not wish to receive such information.

For EAC's Terms of Service and information on Data Protection please see:

<http://www.east-ayrshire.gov.uk/Home.aspx> Please see help section at bottom left hand corner of page via this link

CONDITIONS OF HIRE – PLAY EQUIPMENT

1. Equipment being hired without staff (where applicable) and being collected must be uplifted from and returned to Vibrant Communities, 175-177 Western Road, Kilmarnock, KA3 1LL, at the agreed times. Normal office hours are: Monday – Thursday from 9am – 5pm and Friday from 9am – 4pm.
2. Equipment requiring EAC staff supervision will be delivered.
3. Cost of replacing lost, damaged or stolen items is the responsibility of the hiring group.
4. Booking items must be strictly adhered to. Standard daily charges will be made for late returns.
5. Bookings/cancellations must be made one week in advance.
6. Group leaders should supervise the use of equipment at all times.
7. Where EAC staff are leading a session, hiring group leaders must always stay in attendance and participate as appropriate.
8. Where EAC cancel a session due to bad weather (for outdoor equipment) or due to unforeseen circumstances, no charge will be made and an appropriate alternative will be offered, where feasible.
9. Staffed hires cannot take place beyond 9pm.
10. Staffed hires will be unavailable during bank holiday weekends, Easter, Summer and October school holiday periods.
11. Commercial hires will include a 100% surcharge on prices stated within booklet.
12. Groups who wish to hire out with East Ayrshire will include a surcharge of 50% plus and additional mileage charge of 40p per mile.
13. EAC reserve the right to refuse any hire.

BOOKINGS SYSTEM

1. Telephone the Clerical Assistant on 01563 578124 to determine availability at least two weeks in advance of planned hire.
2. Confirm pick up, return and/or delivery dates and times.
3. Booking form is sent out by Vibrant Communities. (Please ask if you wish for the form to be emailed)
4. Complete and return booking form – should be received by Vibrant Communities at least one week before hire date.
5. Booking confirmation email will be sent when completed booking form has been received.
6. Uplift equipment from Vibrant Communities.
7. Return equipment to Vibrant Communities by agreed date and time.

PAYMENT

1. Charges are detailed in the current Fun 4 Hire brochure and on the website www.eac.eu/fun4hire.
2. Debit/credit card* payments can be made after invoice has been issued, please see invoice for details.
3. Payment can be made with cash or cheque at our office.
4. Payments by cheque (made payable to "EAST AYRSHIRE COUNCIL") to Vibrant Communities, 175-177 Western Road, Kilmarnock, KA3 1LL, within two weeks of hiring the equipment.
5. Payments can be invoiced or EAC journal entry (please supply 13 digit charge code on booking form).
6. Prices are correct at time of print and are subject to change. Prices are subject to review from 1 April each year.

*1.79% surcharge applies when paying with credit card