

Riversands Function and Conference Centre

Terms and Conditions relating to the use of Richmond Club Group's Equipment

- Equipment owned by The Richmond Club Group is available for use in the Riversands Function and Conference Centre space during room hire periods.
- Equipment must be booked in advance and is subject to availability.
- Equipment owned by The Richmond Club Group may not be used offsite without prior arrangement. Management's decision regarding requests to remove equipment offsite is discretionary and final.
- Credit card details are required to secure use of Richmond Club equipment. These details will be securely discarded following your meeting or event once all equipment has been returned and deemed undamaged.
- If a credit card is not available a security deposit will be required (see below). This deposit will be fully refunded following your meeting or event once all equipment has been deemed returned and undamaged.
- Damaged or stolen equipment will attract a repair or replacement charge, if deemed by The Richmond Club Group that due care by the hirer was not taken.

Item	Security deposit / cost of replacement
<input type="checkbox"/> Power Board	\$10
<input type="checkbox"/> Power Extension	\$10
<input type="checkbox"/> HDMI Cable	\$10
<input type="checkbox"/> Sound Cable	\$10
<input type="checkbox"/> VGA Cable	\$50
<input type="checkbox"/> Microphone	\$400
<input type="checkbox"/> Projector and power cable	\$2500

Event Date: _____
Start Time: _____
Finish Time: _____

AGREEMENT

SECURITY PAYMENT OPTIONS (please tick appropriate box)

Cash Visa Mastercard

Card holders name: _____

Card No: - - -

Expiry: / Signature of cardholder _____

Cards will only be charged if equipment is not returned at agreed time or damaged.

ACKNOWLEDGEMENT

I _____ acknowledge that I have received, read and understand the **Terms and Conditions** related to the use of equipment owned by the Richmond Club Group.

Signature: _____

Date: _____