

**PR PRODUCTION SERVICES – CONTRACT TERMS & CONDITIONS**

These terms & conditions are effective as of 3<sup>rd</sup> January 2018 and supersede any previous terms & conditions.

**DEFINITIONS**

“the company” shall mean PR Production Services.

“the equipment” shall mean any items hired or sold by PR Production Services.

“the customer” shall mean the person, company or client hiring or purchasing the equipment or any such person acting on their behalf.

“the goods” shall mean any goods &/or materials which the company is to supply to the customer.

**TERMS & CONDITIONS OF HIRE & SALES**

All quotes are open for acceptance for a period of 30 days from the date of issue.

Payment must be made in full within 14 days of the invoice date unless otherwise agreed. A non-refundable deposit may be required for larger hire projects and new customers.

Debit / Credit Card & cheque payments are accepted subject to an admin surcharge which will be confirmed before payment is received. Payment via these methods must be in enough time for the balance to clear prior to the event or hire commencing.

The customer is fully responsible for ensuring goods are suitable and compatible for their purposes

**TERMS OF HIRE**

Hire charges are based on a 7 day weekly hire or part thereof and are charged at the quoted rate whether or not the equipment is in use. Equipment will be charged for whilst “on hire” and will not be considered “off hire” until it is returned to our premises and booked in or collected by one of our operatives. Late returns will be charged at the full daily hire rate until the equipment is off hired together with all consequential losses in the event of a breach of these conditions or the equipment not being made available for use by other customers.

Hired equipment is NOT INSURED by PR Production Services. Customers are required to insure the hired equipment against loss, fire, damage and third party claims. The Customer is held to be fully responsible for the equipment whilst it is off our premises. This includes in transport for or on behalf of the customer.

All equipment will have been deemed to be accepted in a good working condition unless notified within 24 hours of collection. PR Production Services shall not be held responsible for any damage or financial loss to the customer arising from the supply of defective equipment.

We accept no responsibility for damage or injury caused by the misuse of hired equipment. Customers should not attempt to service any equipment except for the changing of gels, lamps and general consumables. In the event of a fault occurring the customer should notify PR Production Services immediately. If spare units are provided with a hire and these are used without notification, then we reserve the right to charge additional hire fees.

The Customer assumes responsibility for the replacement of lamps and consumables. Any faulty or broken lamps should be returned to PR Production Services, otherwise the customer will be charged for the full replacement cost of the lamps.

All electrical equipment should be used with the connectors supplied. Cabling and connectors must not be removed, changed or tampered with in any way. Fines will be applied for misuse of equipment.

Every effort will be made to supply the equipment as ordered however we reserve the right to substitute hire items for equal alternative brands or designs.

In some instances and for new customers & large order we reserve the right to request payment prior to or on collection.

**TERMS & CONDITIONS OF SALE**

Title of goods does not transfer until full payment is received.

If any part of the payment is overdue or the customer is in breach of any of these terms & conditions PR Production Services reserves the right to recover and resell or dispose of the equipment as deemed necessary without prejudice.



The risk in the equipment shall pass to the customer immediately on delivery to the customer at the address shown for delivery or on collection.

Where no account facilities have been granted payment for goods will be with order or on delivery if previously agreed.

**ADDITIONAL CHARGES**

Cables & equipment should be returned cleaned & individually taped & neatly coiled. A charge of £2.00 per item will be applied for all hire returns that do not meet this condition.

Cancellation of hire within 7 days of an event, collection or delivery time will incur a cancellation fee of 100% of the hire charges.

Cancellation of hire within 28 days of an event, collection or delivery time will incur a cancellation fee of 50% of the hire charges.

The liability of the customer in the event of loss or damage is absolute and the customer shall be liable to compensate the company in full.

Expenses for mileage to be charged at £1.00 per mile unless otherwise agreed. Consumables & general expenses for a production will be charged at cost plus 10%.

Where payments are not made on the due date the company reserves the right to charge interest at 8% per day balances remain overdue.

The Contract shall be interpreted and applied in accordance with English Law and the parties to this contract agree to submit to the exclusive jurisdiction of the English Courts.

**WARRANTY**

The company does not offer any warranty on any goods sold. The Customer should complete any manufacturer’s warranty supplied with the goods. However should any defects be discovered with New items within 12 months of their purchase the company will endeavour to return the items to the Manufacture on behalf of the Customer.

**Customer Signature:**

**Dated:**

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**Printed Customer Name:**

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**Organisation & Event:**

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A signed copied of these terms and conditions must be return to the company to secure a booking.

PR Production Services  
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