|  |  |
| --- | --- |
| Name of Organisation |  |
| Person responsible for hire |  |
| Email |  |
| Telephone |  |
| Mobile |  |

**Details of Venue where the exhibition will be displayed:**

|  |  |
| --- | --- |
| Address of venue: |  |
| Please provide a brief description of the venue: |  |
| Dates of meeting / conference: |  |
| Please provide details of how the exhibition will be stored overnight (if applicable): |  |
| If the exhibition is to be left in the venue overnight, what security arrangements will be in place? |  |
| If the exhibition is to be transported to another venue for overnight storage, please provide details of this venue and how it will be transported there. |  |

**Proposed Transportation arrangements:**

|  |  |
| --- | --- |
| **Collection/Return by Private Car** |  |
| Name of driver |  |
| Type for vehicle |  |
| Proposed date and time of collection |  |
| Proposed date and time of return |  |

|  |  |
| --- | --- |
| **Collection / Return by Courier** |  |
| Name and contact details of courier company |  |
| Proposed date and time of collection |  |
| Proposed date and time of return |  |

**Please tick your agreement to the following:**

|  |  |
| --- | --- |
| I have read and agree to the MJR Conditions of Hire.  |  |
| I confirm that my organisation has Public Liability Insurance of at least £5m for the proposed event, and I attach of copy of the policy.  |  |
| I agree to provide a £500 deposit on or before collection of the exhibition. |  |

**Signature of Hirer: ………………………………………………… Date: ……………………………….**

Please complete and return this form to: exhibition@mjr-uk.com

*Unless otherwise stated, the exhibition should be collected from, and returned to:*

*Rev Alton Bell, 115 Preston Hill, Kenton, Harrow, Middlesex HA3 9SQ*