

Equipment hire request form

Please complete in BLOCK CAPITALS

Name:	Address
Date of event:	
Type of event:	
Time required:	
Number of people:	

* Office use only

Item	No. req'd (multiples of 25)	Unit cost	Total cost	No. available*	No. returned*	Shortages/ breakages
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Crockery

10" dinner plate		20p				
9" buffet plate		20p				
8" fish plate		20p				
6" side plate		20p				
cup and saucer		20p				
8" soup plate		20p				
6" dessert bowl		20p				

Sundries

trays		50p				
coffee pots		£1.25				
chafing dishes		£8.00				
serving spoons		40p				

Item	No. req'd (multiples of 25)	Unit cost	Total cost	No. available*	No. returned*	Shortages/ breakages
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Cutlery

dinner knife		15p				
dinner fork		15p				
side knife		10p				
dessert spoon		10p				
dessert fork		10p				
teaspoon		5p				
soup spoon		10p				

Glassware

6oz paris goblet		20p				
5oz wine flute		20p				
10oz slim jim		20p				
1 ltr jugs		20p				

Total ex VAT	£					
VAT	£					
Total inc VAT	£					