

## CHARGING POLICY

Date ratified: Sep 2020

Period: Sep 20 – Sep 2022

Head of Centre Signature:

Lynsay Falkingham

Chair of Governors Signature:

Sue Barham

Review Date: Sep 2022

### **Purpose**

This charging Policy informs parents and staff about charging for school activities. It conforms to the requirements of the Education Act 1996 and The Governance Handbook.

It follows the basic principle that **education** should be free of charge if it takes place during school hours. Families and carers have the right to information about school hours, and this information is included in the school prospectus.

### **Responsibilities**

The Governors, in consultation with the Head of Centre are responsible for the implementation of the Charging Policy and the determination of any individual case arising from the implementation of this policy.

### **Organisation**

There is a non-refundable deposit of £30 to admit a child to the Nursery School.

No charge will be made for books, materials, toys used in connection with the Early Years Foundation Stage Curriculum.

### **Voluntary Contributions**

Although we do not charge for school time activities, we may invite parents to make a contribution to make school funds go further e.g. cookery, outside visits, visiting artists etc.

- If a particular activity cannot take place without some help from parents, this will be explained to parents during the planning stage.
- No pupil will be left out of an activity because his/her parents cannot or will not make a contribution of any kind.
- Contributions must, however, be genuinely voluntary. The terms of any request for contributions must be made clear i.e.

- a) that there is no obligation to contribute and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

- There is no limit on the level of voluntary contribution which parents or others can make to school activities, nor is any restriction placed upon the use, which can be made of such contributions. A request for a contribution towards the cost of a particular activity could, for example, include the cost of subsidising pupils from low-income families, or the cost of travel for necessary accompanying adults.
- Alternatively, the cost of a visit or activity may be funded through a combination of contributions from parents and proceeds of general fund-raising events or grants.
- Voluntary Contributions may be invited as part of some Extended Services Activities which are in addition to the core service.

### **Remission Statement**

It is the policy of the Governing Body:

- To remit charges for school activities to parents in receipt of income support and working family tax credit who have been unable to give a donation
- To look at individual cases where parents have been unable to give a donation
- To agree how to fund shortfall in activities.

### **Breakfast Club / Lunch Club / Home from Home**

Parents are charged for these sessions and they are as follows:-

Breakfast Club – 8am to 8.45am

Lunch Club – 11.45am to 12.45pm

Home from Home – 3.45pm to 5pm or 6pm

Holiday Play Scheme – we do not offer a stretched pattern of attendance and if holiday play schemes are offered these will be chargeable.

The terms and conditions for fees relating to these activities are set out in the Payment Policy appended.

The Headteacher and governors recognise that for some families the charges set out in the payment policy may be difficult for families to pay. We will look at individual cases using criteria such as eligibility for EYPP (Early Years Pupil Premium) to determine how hours can be accessed and claimed to ensure that no child is unable to attend due to economic factors.

### **Lettings**

The scale of charges and terms and conditions for letting the school premises are set out in the Appendices attached.

### **Private photocopying and telephone calls**

The Finance, Resources and Improvements Committee have agreed a charge to be levied for the above.

### **Damage /Loss of Property**

A charge will be levied in respect to wilful damage ,neglect or loss of school property (including premises, furniture, equipment, books and materials) the charge to be the cost of replacement or repair ,or such lower cost as the Head of Centre may decide.

## **EXTENDED SERVICES – PAYMENT POLICY**

Payment must be made immediately in receipt of invoice by cash or cheque (payable to LANTERNS NURSERY SCHOOL or HAMPSHIRE COUNTY COUNCIL).

Payment should be put in an envelope addressed to the Administration Team, marked clearly who it is from and placed in the internal post box in the reception area. DO NOT hand payments to the reception staff.

1. Fees are payable for all contracted hours agreed, even if your child is absent.
2. Four weeks' WRITTEN notice is required for the termination of the contract agreement, including Lunch Club.
3. Fees will be charged for late collection of your child.

Signed Parent/Carer Name: ..... Dated: .....

Print Parent/Carer Name: .....

Invoices for your child's hot dinners and if appropriate additional hours over and above your funded hours are sent via email.

In view of this you need to nominate an email account to receive invoices, please do this by providing your email address below. Your email address will be stored securely and not shared, in line with the new General Data Protection Regulation (GDPR) 2018.

I/we would like our monthly invoices sent to the email account below:

.....  
.....

Parents  
signature.....Date.....

Once you have allocated an email account you will receive a confirmation email together with a password. You will need to keep this password safe as you will need to use it every time you wish to view your invoices online.

## LANTERNS NURSERY SCHOOL AND EXTENDED SERVICES

### Charging Policy Level 1

Hourly Charges Monday – Saturday

<b>Monday to Friday 08:00 – 18:00</b> <b>48 weeks per year</b>	<b>LEVEL 1</b>  Hampshire County Council Services
Confidential room (Maximum capacity 4)	£5.00
Meeting Room (Maximum capacity 12 and including use of kitchenette)	£10.00
Multi-purpose Room (Maximum capacity 8)	£8.00
Training Room (Maximum capacity 40, no kitchenette) <i>A Minimum charge of £30 for room hire</i>	£11.00
Hall (Maximum capacity seated 50) <i>Restricted access between 11:30 -13:30 Monday-Friday Term Time only</i>	£16.00
Ball Pool	£11.00
<b>Additional evening charge per hour after 18:00</b>	<b>£28.50</b>

#### Weekend Charges per hour for Level 1

##### Saturday

Training room	£25.00
Main hall	£26.00
Meeting room	£21.00
Ball pool	£23.00
Kitchen (one off charge)	£20.00

#### Equipment Hire

OHP	£2.50
Multi Media Projector	£5.00
Laptop	£6.50
Flipchart with Paper and Pens	£4.00
Portable Stereo (cassette/CD Player)	£2.00
Portable TV & Video	£3.50
32" TV with Video & DVD	£6.00
Photocopying A4	£0.13
Photocopying A3	£0.15
Double sided A4	£0.18
Double sided A3	£0.20

#### Refreshments

Morning / Afternoon unlimited tea/coffee and biscuits.	£1.00
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Lanterns



Nursery School and Extended Services

**Bereweke Road  
Winchester  
Hants SO22 6AJ  
Tel: 01962 893602 Fax:01962 863510**

## Booking Form Level 1

Please complete and return this form the Centre at least 14 days before hiring is required.

**Please read and sign the Terms and Conditions of hire and note the Centre's Cancellation Policy**

Name of Person/Organisation Making the Booking: .....

Course & Facilitator's Name: .....

Contact Tel: ..... Email: .....

Invoice Address: ..... Post Code: .....

I have read the Hirer insurance indemnity clause     I have enclosed a copy of the Hirer's liability insurance cover

Internal Invoicing via parked journal <b>SAP Organisational Unit (4 dig number)</b>	
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Course/Meeting Date	Start Time	Finish Time	Room	Number of Delegates

### Room Layout

Horseshoe of chairs only  
 Theatre style

Horseshoe of tables  
 Class room style

Boardroom style  
 Presenters table

### Equipment (please tick those required)

Flipchart	OHP	Multi Media Projector	Laptop	Portable Stereo	Portable TV/Video	32" TV Video/DVD

Any other equipment: .....

### Refreshments (please enter times and numbers required)

	On Arrival	Mid Morning	Lunch	Afternoon
Time				
Numbers				

### Catering

Morning Tea/Coffee £1.00
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Afternoon Tea/Coffee £1.00
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Signed: ..... Print Name: ..... Dated: .....

## LANTERNS NURSERY SCHOOL AND EXTENDED SERVICES

### Charging Policy Level 2

#### Hourly Charges Monday – Saturday

<b>Monday to Friday 08:00 – 18:00</b> <b>48 weeks per year</b>	<b>LEVEL 2</b> Other voluntary, not for profit or charitable organisations & Children's Services Departments  Deposit required 20%
Confidential room (Maximum capacity 4)	£4.00
Meeting Room (Maximum capacity 12 and including use of kitchenette)	£8.00
Multi-purpose Room (Maximum capacity 8)	£7.00
Training Room (Maximum capacity 40, no kitchenette) <i>A Minimum charge of £30 for room hire</i>	£10.00
Hall (Maximum capacity seated 50) <i>Restricted access between 11:30 -13:30 Monday-Friday Term Time only</i>	£14.00
Ball Pool	£10.00
<b>Additional evening charge per hour after 18:00</b>	<b>£21.50</b>

#### Weekend Charges per hour for Level 2

##### Saturday

Training room	£33.00
Main hall	£38.50
Meeting room	£30.00
Ball pool	£22.00
Kitchen (one off charge)	£22.00

#### Equipment Hire

OHP	£2.50
Multi Media Projector	£5.00
Laptop	£6.50
Flipchart with Paper and Pens	£4.00
Portable Stereo (cassette/CD Player)	£2.00
Portable TV & Video	£3.50
32" TV with Video & DVD	£6.00
Photocopying A4	£0.13
Photocopying A3	£0.15
Double sided A4	£0.18
Double sided A3	£0.20

#### Refreshments

Morning / Afternoon unlimited tea/coffee and biscuits.	£1.00
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**Booking Form Level 2**

Please complete and return this form to us at least 14 days before hiring is required.

**Please read and sign the Terms and Conditions of hire and note the Centre's Cancellation Policy**

Name of Person/Organisation Making the Booking:.....

Course & Facilitator's Name:.....

Contact Tel: ..... Email: .....

Invoice Address: ..... Post Code: .....

I have read the Hirer insurance indemnity clause     I have enclosed a copy of the Hirer's liability insurance cover

Course/Meeting Date	Start Time	Finish Time	Room	Number of Delegates

**Room Layout**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Horseshoe of chairs only | <input type="checkbox"/> Horseshoe of tables | <input type="checkbox"/> Boardroom style  |
| <input type="checkbox"/> Theatre style            | <input type="checkbox"/> Class room style    | <input type="checkbox"/> Presenters table |

**Equipment** (please tick those required)

Flipchart	OHP	Multi Media Projector	Laptop	Portable Stereo	Portable TV/Video	32" TV Video/DVD

Any other equipment: .....

**Refreshments** (please enter times and numbers required)

	On Arrival	Mid Morning	Lunch	Afternoon
<b>Time</b>				
<b>Numbers</b>				

**Catering**

Any other dietary information (vegetarian/gluten free/nut free) .....

<input type="checkbox"/> Morning Tea/Coffee £1.00	<input type="checkbox"/> Afternoon Tea/Coffee £1.00
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**Deposit** - A refundable 20% deposit of room cost is payable with the completed booking form.

Room cost: £..... Deposit amount enclosed: £.....

Signed: ..... Print Name: ..... Dated: .....

## LANTERNS NURSERY SCHOOL AND EXTENDED SERVICES

### Charging Policy Level 3

#### Hourly Charges Monday – Saturday

<b>Monday to Friday 08:00 – 18:00</b> <b>48 weeks per year</b>	<b>LEVEL 3</b> Organisations delivering services as a part of the children's centre core offer requirements
Confidential room (Maximum capacity 4)	£0.00
Meeting Room (Maximum capacity 12 and including use of kitchenette)	£0.00
Multi-purpose Room (Maximum capacity 8)	£0.00
Training Room (Maximum capacity 40, no kitchenette) <i>A Minimum charge of £30 for room hire</i>	£11.00
Hall (Maximum capacity seated 50) <i>Restricted access between 11:30 -13:30 Monday-Friday Term Time only</i>	£11.00
Ball Pool	£11.00
<b>Additional evening charge per hour after 18:00</b>	<b>£17.00</b>

#### Weekend Charges per hour for Level 3

##### Saturday

Training room	£25.00
Main hall	£26.00
Meeting room	£21.00
Ball pool	£23.00
Kitchen (one off charge)	£20.00

#### Equipment Hire

OHP	£2.50
Multi Media Projector	£5.00
Laptop	£6.50
Flipchart with Paper and Pens	£4.00
Portable Stereo (cassette/CD Player)	£2.00
Portable TV & Video	£3.50
32" TV with Video & DVD	£6.00
Photocopying A4	£0.13
Photocopying A3	£0.15
Double sided A4	£0.18
Double sided A3	£0.20

#### Refreshments

Morning / Afternoon unlimited tea/coffee and biscuits.	£1.00
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**Booking Form Level 3**

Please complete and return this form the Centre at least 14 days before hiring is required.

**Please read and sign the Terms and Conditions of hire and note the Centre's Cancellation Policy**

Name of Person/Organisation Making the Booking:.....

Course & Facilitator's Name: .....

Contact Tel: ..... Email: .....

Invoice Address: ..... Post Code: .....

I have read the Hirer insurance indemnity clause     I have enclosed a copy of the Hirer's liability insurance cover

Internal Invoicing via parked journal <b>SAP Organisational Unit (4 dig number)</b>	
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Course/Meeting Date	Start Time	Finish Time	Room	Number of Delegates

**Room Layout**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Horseshoe of chairs only | <input type="checkbox"/> Horseshoe of tables | <input type="checkbox"/> Boardroom style  |
| <input type="checkbox"/> Theatre style            | <input type="checkbox"/> Class room style    | <input type="checkbox"/> Presenters table |

**Equipment** (please tick those required)

Flipchart	OHP	Multi Media Projector	Laptop	Portable Stereo	Portable TV/Video	32" TV Video/DVD
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Any other equipment: .....

**Refreshments** (please enter times and numbers required)

	On Arrival	Mid Morning	Lunch	Afternoon
Time				
Numbers				

Signed: ..... Print Name: ..... Dated: .....

**LANTERNS NURSERY SCHOOL AND EXTENDED SERVICES**

**Charging Policy Level 4**

Hourly Charges Monday – Saturday

<p><b>Monday to Friday 08:00 – 18:00</b></p> <p><b>48 weeks per year</b></p>	<p align="center"><b>LEVEL 4</b></p> <p align="center">Any other organisation</p> <p align="center">Deposit required 20%</p> <p align="center"><i>(20% reduction if regular booking, i.e. weekly, booked for a term in advance and activity involves children e.g. Dance sessions.)</i></p>
Confidential room (Maximum capacity 4)	£7.00 (£5.60)
Meeting Room (Maximum capacity 12 and including use of kitchenette)	£13.00 (£10.40)
Multi-purpose Room (Maximum capacity 8)	£10.00 (£8.00)
Training Room (Maximum capacity 40, no kitchenette) <i>A Minimum charge of £30 for room hire</i>	£16.00 (£12.80)
Hall (Maximum capacity seated 50) <i>Restricted access between 11:30 -13:30 Monday-Friday Term Time only</i>	£20.00 (£16.00)
Ball Pool	£16.00 (£12.80)
<b>Additional evening charge per hour after 18:00</b>	<p>£28.50 (£22.80)</p> <p>(Negotiable depending on day &amp; time please speak to Snr Admin Officer)</p>

**Weekend Charges per hour. Saturday**

Training room	£33.00
Main hall	£38.50
Meeting room	£30.00
Ball pool	£22.00
Kitchen (one off charge)	£22.00

**Equipment Hire**

OHP	£2.50
Multi Media Projector	£5.00
Laptop	£6.50
Flipchart with Paper and Pens	£4.00
Portable Stereo (cassette/CD Player)	£2.00
Portable TV & Video	£3.50
32" TV with Video & DVD	£6.00
Photocopying A4	£0.13
Photocopying A3	£0.15
Double sided A4	£0.18
Double sided A3	£0.20

**Refreshments**

Morning / Afternoon unlimited tea/coffee and biscuits.	£1.00
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**Booking Form Level 4**

Please complete and return this form to us at least 14 days before hiring is required.

**Please read and sign the Terms and Conditions of hire and note the Centre's Cancellation Policy**

Name of Person/Organisation Making the Booking:.....

Course & Facilitator's Name:.....

Contact Tel: ..... Email: .....

Invoice Address: ..... Post Code: .....

I have read the Hirer insurance indemnity clause     I have enclosed a copy of the Hirer's liability insurance cover

Course/Meeting Date	Start Time	Finish Time	Room	Number of Delegates

**Room Layout**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Horseshoe of chairs only | <input type="checkbox"/> Horseshoe of tables | <input type="checkbox"/> Boardroom style  |
| <input type="checkbox"/> Theatre style            | <input type="checkbox"/> Class room style    | <input type="checkbox"/> Presenters table |

**Equipment** (please tick those required)

Flipchart	OHP	Multi Media Projector	Laptop	Portable Stereo	Portable TV/Video	32" TV Video/DVD

Any other equipment: .....

**Refreshments** (please enter times and numbers required)

Time	On Arrival	Mid Morning	Lunch	Afternoon
Numbers				

**Deposit** - A refundable 20% deposit of room cost is payable with the completed booking form.

Room cost: £..... Deposit amount enclosed: £.....

Signed: ..... Print Name: ..... Dated: .....

LANTERNS NURSERY SCHOOL AND EXTENDED SERVICES  
Terms & Conditions of Hiring

**1. Acceptance of conditions**

The hiring of accommodation is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

**2. Deposit (Including Admin Fee)**

The hirer will pay £100 deposit in advance at the time the booking is agreed. The deposit should be sent with the completed booking form. The cheque should be post-dated for the date of room hire and made payable to 'Lanterns Nursery School'.

This deposit is refundable providing the premises are left as they are found.

**3. Interpretation**

- a. The 'Hirer' means the person hiring any part of the centre or its facilities and shall include any person purporting to act on behalf of such 'Hirer'. No person under the age of 18 years will be accepted as the Hirer.
- b. Period of hire means the period during which booked periods have been reserved for the Hirer.

**4. Compliance with conditions**

The hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

**5. Applications**

Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

**6. Fabric and fittings**

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. The hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

P.A.T. In the interest of safety, no electrical appliances may be brought into the building by the Hirer or any person acting on the Hirers behalf without the express written permission of the Council.

Where permission is granted all electrical appliances must have a current portable appliances certificate. (P.A.T.).

## **7. Storage**

Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

## **8. Hirer's property**

Furniture and apparatus required may be brought on to the premises at the hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.

## **9. Refusal of hire**

The governors may refuse an application to hire the premises if:

- (a) The premises are required by the school.
- (b) There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
- (c) For any other reason the governors deem it necessary or expedient to withhold the permit.

No compensation shall be payable by the governors by such a decision.

## **10. Cancellation by the governors**

Apart from exceptional circumstances, the governors will give at least four weeks' notice to the hirer, should it become necessary to cancel or postpone a letting.

## **11. Cancellation by the hirer**

The hirer must give at least two weeks notice of cancellation to the Head of Centre, acting for the governors. If any shorter period of notice is given, the governors reserve the right to charge the hirer the full costs of booking.

## **12. Payment of charges**

All hire charges must be paid within one month of the invoice being issued. This invoice will be issued at the end of each month for all hirers that have taken place in that month.

The governors reserve the right, on proper notification, to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the

accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the hirer, or resulting from the hirer failing to vacate the premises by the time stipulated in the hire form.

The hirer shall, if so demanded, pay at time of booking a refundable deposit to be held by the governors against costs unavoidably incurred as the result of the insufficient notice of cancellation of booking, any damage caused by the hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the governors and their decision will be final.

Hire charges will be in accordance with the current charges laid down by the Council. **The Council reserves the right to vary charges giving one months notice at any time.**

48 hours notice is required for any change of numbers of catering requirements. Full charge for the difference in numbers will be made if less notice is given for catering.

### **13. Statutory requirements**

All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the hirer. Film, music, dancing (including disco) and stage events must be considered to be public entertainment unless entrance is restricted to those who are bona fide members of the organisation hiring the accommodation. For all public entertainment, it is the hirer's responsibility to inform the local Council's Licensing Officer and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.

No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the hirer.

### **14. Attendance and behaviour**

The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.

The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer shall be liable for damage caused by unruly or inappropriate behaviour.

It is the hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and hirer's insurance arrangements.

### **15. Alcohol**

Under no circumstances shall alcoholic drinks be available at any function without prior written consent of the governors. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the hirer applies for the use of the premises.

If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to ensure that an appropriate licence is obtained from the local magistrates' court.

## **16. Gambling**

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the governors.

## **17. Fire precautions**

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times.

## **18. Smoking**

Smoking is **NOT** allowed inside the Centre.

## **19. Caretaker**

The caretaker is instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the caretaker on duty must therefore be followed.

## **20. Right of access**

The governing body and its agents reserve the right of access to the premises during the letting.

The Head of Centre or his/her representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds:

- causing intentional damage to the school, its equipment or any personal belongings of other users
- violent, threatening or abusive behaviour to a member of staff or users
- theft of any property belonging to the school or other users
- disruptive behaviour which is interfering with the activities of others
- behaviour which puts at risk the health, safety or well-being of others
- behaviour which is deemed to be offensive and/or results in complaints from users
- refusal to follow reasonable directions from the caretaker or other members of the school's staff
- non-payment of school invoices

- any other behaviour which is considered inappropriate to the smooth and efficient operation of the school, or against the interests of all users.

To ensure that vehicles are parked within parking bays.

### **Declaration**

- 1) I have read and I accept the Centre's conditions of hire, and agree to abide by these and any special conditions communicated to me.
- 2) I agree to indemnify the County Council against any accidents or damage to County Council property or injury to persons which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of the County Council.
  - a. I have enclosed copies of adequate insurance cover in line with Hampshire County Council's and the Centre's Indemnity Clause; or
  - b. I understand that the County Council have taken out a policy of insurance, brief details of which have been supplied to me, which provides an indemnity for my liability for accidents, damage and injury.
- 3) I enclose a copy or copies of appropriate qualifications held by the person(s) running the activities (where appropriate) in support of this application
- 4) I accept an additional charge may be made in respect of damage caused to the building or Centre property through negligence or wilful intent.
- 5) I understand that I must give **two weeks written notice** if the booking is to be cancelled. In the event that two weeks notice has not been given I accept the full cost of the hire.
- 6) I enclose copies of the appropriate licenses for activities carried out during the hire.
- 7) I agree to the payment conditions.
- 8) I am over 18.

**Please sign and retain a copy for your records.**

Sign \_\_\_\_\_ Name in full \_\_\_\_\_

Date \_\_\_\_\_