



# AVA Booking form

Person booking equipment		Date to be collected	Date to be returned
Location & purpose of equipment to be used			
<b>Item required (AVA code and/or brief description)</b> If you are not sure what equipment you need, please list on the back of this form what you need to do (i.e. small PA for 2 singers and a guitar) and we will provide you with equipment suitable for use.		Quantity	Return Checklist
			<input type="checkbox"/>
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Signature on receipt of equipment	Authorised by (AVA)	Total items booked	AVA signature on return

All equipment should be returned in the condition it was sent out in. Normal/reasonable wear and tear is expected, however misuse or late return of equipment will be logged and may effect items being available in the future. If you need help on use of equipment, please ask before you take it.  
 All equipment booked out is PAT tested. Please ensure that you do not use your own equipment for college use unless it has also been PAT tested.  
 For any queries or advice about equipment, please phone AVA on 01246 584224 (or internal extension 1024), or email at [AVA@cliffcollege.ac.uk](mailto:AVA@cliffcollege.ac.uk)