



PO BOX 31604, TOKAI, 7966,  
Cape Town  
CK REG2007/165038/23

t : 0766010335  
f : 086 5163108  
e : info@avteam.co.za  
w : www.avteam.co.za

## HIRE TERMS AND CONDITIONS

1. Equipment, of what so ever nature left in a venue, is solely the responsibility of the client who signed the delivery sheet. The client will be totally responsible for any loss or damage how so ever caused from the moment of signing the delivery sheet until a representative of AV TEAM staff arrives to take the equipment away.
2. The Client is solely responsible for making sure that any equipment that is left in a venue over night, that is on hire from AV TEAM, is secured in a locked room.
3. The Client will be charged a daily hire charge for any mislaid equipment. This charge will continue until such time as the Client returns the equipment in the condition it was originally signed for or the cost of replacement at full retail price plus carriage and VAT is paid to AV TEAM The company will also pass on to the Client any cross hire charges incurred in order to continue our business. Charges for any losses how so ever caused will be bourn by the client and must be paid in full within 5 working days of the date on the bill.
4. It is the client's responsibility to ensure they understand the operation of the equipment and any health and safety issues regarding its safe use. The cost of repair or replacement of any equipment damaged by incorrect operation or misuse of equipment will be billed to the client as above.
5. The client must provide AV TEAM with a full brief of equipment required, this is to include full layout plans and to clearly mark the position of power outlets within the room.
6. Other than pre-established credit accounts all orders will require a 50% non-refundable deposit at the time of placing the order. The invoices for the balance must be paid with cleared funds 24 hours prior to the event unless the AV TEAM have agreed credit terms. If funds are not cleared 24 hours prior to the event the contract will be treated as breached by the client and full charges in receipt of lost revenue from the equipment will be due forthwith.
7. All payments should be made payable to AV TEAM cc.
8. AV TEAM takes no responsibility for orders received late from the client resulting in the event the equipment was intended for not starting or finishing on the planned times.
9. Without prejudice to any other rights of AV TEAM if the Customer fails to pay the invoice price by the due date the Client shall pay interest on any overdue amount from the date on which payment was due to the date of actual payment (whether before or after judgment) on a daily basis at a rate of 5% p.a. over the base rate from time to time quoted by NED BANK SA and reimburse AV TEAM all costs and expenses (Including legal costs) incurred in the collection of any overdue amount.
10. These terms and conditions come into effect as soon as an order is placed with AV TEAM and we formally bring notice that once orders are signed these terms and conditions are binding.



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11. All orders have to be supplied in the form of a purchase order on company letter headed stationary. AV TEAM will accept verbal orders for equipment outside of normal office hours without a purchase order on the understanding the Client must issue an authorized purchase order to AV TEAM on the next working day and further accepts an invoice will be raised against the Client for any such verbal orders. ALL equipment ordered and delivered to site will be charged and no cancellations of individual pieces of equipment once delivered will be allowed under any circumstances.

12. Extra equipment or services requested that are not on the issued purchase order will be supplied and invoiced separately.

13. AV TEAM accepts no responsibility for the correct functioning of the Clients media and presentations on any of our computers.

14. AV TEAM reserve the right to amend product descriptions and pricing at their discretion without prior notice.

15. It is to be understood that it is the clients responsibility to arrange adequate loading and unloading facilities, arrange the times of access and in the case of long set up times the production crew have access to refreshments and in the case of sleepovers the client will pay for accommodation and food in its entirety.

16. Set up charges may apply @ the discretion of AV TEAM and will be charged for @ the current company labour rates.

17. All equipment on hire from AV TEAM must be ready to collect at the designated time on AV TEAM delivery / collection documentation. If equipment is not ready for collection a further days hire will be charged and a mileage charge will be implemented by AV TEAM

19. All orders that are placed late and are in transportation will be charged for in full also a carriage charge will be made to the client regardless of the order being cancelled on route.