



St Mary's Ewell

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Sharing the love of Christ,
the Light of the World,
with the people of Ewell

Sound and Vision Faculty Application

January 2014

The Ecclesiastical Parish of St Mary the Virgin, Ewell

PCC Resolution

At the meeting of the PCC on 27 January 2014 the following motion was put:

This PCC resolves that the Vicar and churchwardens should apply for a faculty to permit phases 1 and 2 of the Sound and Vision project as presented.

with the following result:

The motion was passed unanimously (20 members in attendance).

Signed:

(Russell Dewhurst, Vicar)

Date: 27 January 2014

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From the Revd R J E Dewhurst MPhys BTh LLM
Vicar of Ewell

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Ewell,
KT17 2AY

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Tuesday, January 28, 2014

The Revd Wendy Harris
Diocesan Advisory Committee
Diocesan House,
Quarry Street,
Guildford,
Surrey,
GU1 3XG

Dear Wendy,

It was very good to welcome the DAC on their visit to St Mary's last year, and to discuss our two current projects: our sound and vision system, and our parish room refurbishment. Attached is the paperwork for both faculty petitions which we would ask the DAC to consider and to make recommendations.

The sound and vision system is the larger project, and our team in the parish have spent a great deal of time in research, consulting potential contractors, and testing temporary arrangements as proofs-of-concept, which you will remember seeing from the visit. The comments made by the DAC at the visit have been taken on board as ideas have developed, and we present the faculty petition as a two-phase project. The first phase, which would undertake as soon as we received permission, is the renewal of the sound system for the church. We have not yet raised funds for phase 2, which involves video projection, but we do not wish to delay the very necessary sound improvements in phase 1. In applying for the phase 2 faculty now we hope to show that we have included projection and 'vision' in our plans, so that as soon as the funding is in place we will be able to begin the implementation of phase 2.

The second project is the refurbishment of our main vestry or 'parish room', which fulfils a number of functions for the church, and needs complete redecoration and the provision of additional storage space. I was keen to use this opportunity to move the vestment chest into the parish room, to assist the smooth running of Sunday services, as explained in the paperwork.

Please don't hesitate to be in touch with any questions or requests for clarifications, and thank you in advance to the committee for their time in considering these two petitions.

With all best wishes,

yours sincerely,

A handwritten signature in black ink, appearing to read 'Russell Dewhurst', written in a cursive style.

Statement of Needs

Our current (i.e. not the temporary upgraded) sound system needs changing because:

- It uses 1980s equipment
which does not meet current expectations for quality and performance
- It is unreliable. Radio microphones would “drop out” without warning
disrupting services and causing unnecessary distractions
- It isn't clear and regularly creates “feedback” or howling and distorted sound which is of poor intelligibility
causing problems for all and considerable difficulties for all those with any hearing loss
- Control of the system is located in the Parish Office
and therefore cannot be effectively adjusted during services to match the voice of a particular reader or to allow for congregations of differing sizes
- Current speakers and speaker locations do not provide adequate and even sound levels or clarity of sound
providing different sound characteristics which depends on the seat chosen - not ideal for the regular congregation and very poor for visitors -even when the system is correctly adjusted for a particular service

This has resulted in

- visitors frequently making comments such as “I liked the service but shame about the sound”
- clergy not having confidence in the system
- a fear of extreme unprofessionalism at major events, in particular the major services and for our largest congregations on Remembrance Sunday and at Christmas

If we are serious about growth we need to attract and keep new members

- We must share the load of a dynamic parish with more fully engaged people
- We surely must attract young and family folk
- We all enjoy superb quality audio & visual in our schools, workplaces, retail and leisure facilities. Why should our congregations expect anything less?
- We need to have sound and visual facilities as good as or better than other places of worship

Our Objectives

To enhance the experience for

- our regular congregations
- our less frequent church attendees
- visitors to St Mary's

Provide the facilities often requested

- e.g. to allow specific special music to be played at weddings, funerals etc.

Make the church a more appealing venue

- for youngsters and families, those in their late teens, young adults and young families
- providing the scope for less formal styles and services
- through improving the means of communicating our message through sound, music and visual facilities
- providing improved sound quality and better integration with the church sound loop system for the elderly who often have degraded hearing

Provide technical resources to encourage

- additional concerts and other musical events to be held
- the hosting of a wider range of community events

Technical objectives

Sound system

- Improve intelligibility of the sound system
By ensuring that all items in the sound chain from microphone to speaker are of an appropriate quality and matched to the needs of our environment
- Ensure **everyone** can hear easily and clearly
Wherever they may choose to be seated within the church
- Ability to control the sound to match individual readers
By locating the control desk within the body of the church so that adjustments to levels and inputs may be made quickly and easily

- Specific focus on the needs of those who use a hearing loop or rely to some extent on lip reading
To ensure that loop coverage is as complete as possible and that the signals carried by the loop provide users with the ability to participate fully in services and also to ensure that the faces of preachers and readers are well illuminated to assist lip readers in the congregation
- Ability to control the sound to match size of congregation
To ensure the sound levels are appropriate for each service
- Ability to play pre-recorded music when appropriate
From a variety of recording formats including CDs and USB memory sticks but also with provision to accommodate other formats as they become more common
- Provide capability to record sermons, services, weddings, funerals, concerts and recitals and other events
In a way which may be easily understood by all those using the system
- Provide sound (and later video) output suitable for uploading onto the worldwide web
To reach a wider audience via the church website
- Provide as much “future-proofing” in the design as practical to enable the church to adapt to changing needs, changing technical solutions and capabilities of the “church family”
In particular to ensure that adequate inputs and outputs are provided for all facilities and that flexibility in the location of these services is also catered for
- To have the facilities that will attract the use of the church as a community resource
By ensuring that technical facilities are easy to use, adaptable to suit a variety of needs, reliable and maintained to a high standard
- To have the facilities to support a band or other musicians
So as to allow easy integration into the church without the need to duplicate or provide substantial additional resources

Visual system

To provide the infrastructure (i.e. cabling) and, in time, the equipment for video projection facilities

- to use in services - to enhance the service as deemed appropriate
- to project computer imagery - from a variety of live and recorded sources

- to show film and video media - in appropriate formats
- to enable the church to support community events - by ensuring the video facilities are easy to use, reliable and of a high standard
- to have the capacity to record and play a library of resources efficiently and without the need to undergo physical reconfiguration of the system

Actions to date in support of this faculty application

- Local and other churches were visited to see and hear their systems in operation, to discuss their recent sound and vision installations and to learn from their experiences with a number of companies.
- In total the Vicar and two members of the project team saw together or between them over ten possible suppliers and contractors at the Christian Resources Exhibitions in 2012 and 2013 during visits to help identify which contractor organisations may be suited to best meet our needs
- Web searches of possible companies were conducted and all those companies on the Diocese of Guildford list of possible audio and vision suppliers were also considered
- Advice and guidance was also received from members of St Mary's - that from those with experience of good solutions in other churches was particularly valuable.
- Evaluated a range of possible technical solutions
- Invited a number of contractor organisations to on-site meetings to discuss and clarify our requirements (as detailed below)
- Held a preliminary on-site meeting with members of the DAC to receive their advice and to discuss options
- Sought out the best 'deals' on offer and obtained quotations
- Made presentations to the congregation and evaluated their feedback
- Proposed a phased plan for outline acceptance by the PCC
- Agreed an initial £3k budget from the PCC to allow 'proof of concept' and temporary works to occur
- Fund-raising throughout 2013 resulting in £24,501

Choice of supplier and contractor

As a result of all the above meetings and searches three companies were selected for further evaluation and each of those came to St Mary's for detailed on-site meetings.

Company 1

- First impressions were good but it became apparent that, in our view, they were trying to fit their preferred solution to our church rather than trying to identify the best solution to match our requirements. In particular they favoured fully automatic sound installations that would not allow local control

Company 2

- Again first impressions were good but after a while we began to realise that, in our opinion, they did not have enough experience of church installations and we also felt that not all the information we received was technically or commercially sound (no pun intended)

Company 3

- We did not meet this company until May 2013- they were not at the exhibition we visited in 2012 - but they immediately impressed us with their technical experience and knowledge. Once they visited St Mary's we realised that they had good technical solutions which they could deliver within our budget. We liked their approach and that they offered and suggested solutions that would deliver better performance than we had at first thought possible.

Conclusion

Taking account of all these factors it was decided that Company 3 was the preferred supplier and contractor

They have since provided a working demonstration of the proposed solution to the St Mary's congregation and held a question and answer session - both of which were very well received

Recently they have visited for the third time to discuss in detail cabling routes and installation of equipment

All the documentation at the end of this application is from that company - Sound Foundation Limited (SFL).

Technical Actions - 'Proof of Concept' Works

- Laid **temporary** cabling to allow for location of the control (mixing) desk within the church and to allow determination of the best location for the permanent installation
- Provided five new microphones (2 static and 3 radio microphones) to remove some of the least reliable items in the existing sound chain
- Temporarily installed a new 24 channel sound mixer to give, for the first time, the ability to easily control inputs and sound levels within the church
- Provided a new professional standard CD playback machine to ensure that at least recordings in one format could be played at weddings and funerals when requested
- Built a temporary sound desk in the Welcome Area to accommodate the new mixer, CD player and radio microphone receivers - but which still used the existing old amplifier in the Parish Office and the three existing old column speakers in the church
- Commissioned the new items above thereby creating an improved but **temporary** sound system which has provided the 'proof of concept' experience necessary to allow us to refine our requirements and determine the detail of this application
- Trained members of the clergy, churchwardens and sides people to become confident operators of the new 'temporary' system
- Created a simple guide to using the new system to act as a reference for basic use and settings of the system
- Developed a database of user manuals to ensure that detailed technical information was available as needed to allow for advanced configuration of the system
- Evaluated, reviewed and developed our proposed final system specifications to ensure that we obtain not only the system we need now but also one that is 'future-proofed' as much as possible to provide addition capacity and functionality but that remains within appropriate financial restraints

Major components of the sound system

Microphones

Static microphones for the lectern and pulpit

Gooseneck microphones were chosen to allow for easy adjustment to suit the varying heights of readers and users. Microphones were chosen with a good cardioid response pattern to minimise the effect of sound pickup from the rear of the microphone. Phantom powered microphones were chosen to eliminate any issues that might arise due to battery problems. Care was given to ensure that the final choice also ensured that the microphones were discreet and small enough not to block view of the speaker's face so as to allow for those in the congregation who need lip reading assistance.



Audio Technica U859QL Microphones for the Lectern and Pulpit

Cardioid Condenser Quick-Mount Gooseneck Microphones with integral power modules (using phantom power)

Radio microphones

Microphones of a good professional standard have been chosen and provided with rechargeable battery packs so that the batteries may be easily charged whenever not in use without the need to remove the batteries from the microphones.



Sennheiser Evolution 100 Series Radio Microphone System

Shown here are the ME3 headset microphone, SK100 belt pack transmitter, handheld microphone transmitter, and the microphone receiver which is 19 inch rack mountable with GA3 rack adaptor

Licensed UHF microphones were chosen to reduce any possibility of channel sharing or breakthrough with other local users. Two clip-on microphones were chosen for use by the priests or other presenters who need to move about during a service. One of these has also been provided with a headset microphone and tests of this device are continuing. In addition a hand held radio microphone allows additional flexibility and 'interviewing' for example of children taking part in a service without the need for them to wear or hold a fixed microphone.

Cabling

Cable routes are discussed in the installation section. Screened balanced cabling will be used for all signal paths and industry standard XLR sockets installed as appropriate.

Mixing Desk

The major factors considered were: type, ease of use, number of input and output channels, flexibility of configuration and quality of sound output.

The use of a fully automatic, pre-programmed mixer was considered but after discussion with a variety of experienced users and professionals it was concluded that this type of mixer would not be appropriate for St Mary's.

A manual mixer with a 'live' or 'front-of-house' configuration was chosen as this best suited our requirements. Although only seven input channels are currently needed it was felt important that sufficient capacity for future growth was provided and therefore a 24 channel mixer was selected.

A case has been constructed for the mixer that allows for a small locked panel above the mixer to be easily removed giving limited access to mixer faders and settings. This ensures that less experienced operators are neither overwhelmed nor able to alter settings that are inappropriate for normal use at most services. For larger events the whole cover may be removed giving full access to all the facilities of the mixer.



24 Channel Soundcraft
LX7II Sound Mixer

Speakers

As one of the main components in the sound chain particular care has been given to consider and evaluate a wide range of possible speaker options for our church.

Not only is it essential that the technical performance if appropriate but the aesthetic and practical requirements for installation in our building were also carefully considered.

Line array speakers provide the best solution for St Mary's. Their main advantages are:

- quality of sound output, wide but flat beam shape allowing good coverage whilst largely eliminating the detrimental effects caused by sound reaching - and then bouncing off - the roof of the church
- small size and weight allowing simple, discrete installation with minimum disruption to existing fabric and minimum visual intrusion as described in the installation section of this application

In addition it is considered necessary to have a single small bass speaker cabinet located at floor level where again it would be visually unobtrusive.

Speaker locations have been chosen to meet the requirement for good coverage in all areas combined with minimal visual impact



Main Column speaker (2)

K Array KK102 Column Speaker (100 x 8 x 6 cm)

For further details please follow link below

<http://www.k-array.com/en/professional-sound/installation/install-speakers/kk102.html>



Side Chapel Fill Speaker (1)

K Array KK52 Column Speaker (50 x 8 x 6 cm)

<http://www.k-array.com/en/professional-sound/installation/install-speakers/kk52.html>



Choir Fill Speaker (2)

K Array KV50 Column Speaker (50 x 4 x 2 cm)

<http://www.k-array.com/en/professional-sound/installation/install-speakers/kv50.html>



Bass Speaker (1)

K Array KMT12P Subwoofer (32 x 33 x 43 cm)

<http://www.k-array.com/en/professional-sound/installation/install-subwoofers/kmt12p.html>

Other devices

A quality professional CD player that is designed for ease of use and simple cueing was selected and has proved to be most suited to our needs.



Denon DN - C110P Professional Installation CD Player

The exact specification of a device to provide easy access to material on USB memory sticks is still under consideration. This area is constantly moving as new formats and facilities become available in professional equipment within our budget range.

Amplifiers

Two new amplifiers will be rack mounted alongside the control desk and used to feed the main column and the fill speakers.

As the gallery is only used occasionally we intend, for the time being, to re-use our existing amplifier to power two of our existing speakers moved to new positions for the gallery.



K-Array KA40 Power Amplifier

20 (½ U rack) x 9 (2U rack) x 45cm

Major components of the visual system

Screen

A number of alternatives have been considered including front and rear projection screens and the use of a liquid crystal coated glass screen. We have visited churches using each of these alternatives and discussed their relative merits.

The particular orientation of St Mary's and the distribution of natural daylight in the church have resulted in a traditional opaque front projection screen being chosen. It is proposed to mount the screen above the existing chancel screen in such a way that it may be raised out of sight when not required but quickly, quietly and easily deployed when necessary.

Up / down control of the screen will be by wireless to minimise cabling requirements and to maximise flexibility. We believe such an installation will provide the best viewing solution for St Mary's and also minimise the visual impact on the church.

It is intended to use a 2.5m wide screen with widescreen 16:9 format as the majority of video material is now available in this format.

Photographs of screen and lowering mechanism are included in the installation section.

Projector

In order to obtain the maximum screen brightness and clarity it is desirable to have the projector located such that it is directly facing the screen with no offset.

At St Mary's that would mean mounting the projector at the front of the gallery. This would be easy for us to achieve with minimal impact as the front row of the gallery is no longer available for public use due to the low height of the gallery edge.

In this way the need for keystone correction is minimised and therefore a lower power - and hence lower cost - projector could be employed to achieve the same effective illumination of the projection screen. Again the projector format would be chosen to match that of the screen.

The projector would also be out of the sight lines of almost all the congregation as it will be behind and above them.



Christie LW401 3LCD Projector

The projector has been chosen to ensure that it is powerful enough to display a clear and bright image suitable for the wide range of lighting conditions found at different times of the day at St Mary's

Cameras

We intend to take advantages of the benefits of fixed cameras to enable the faces of those speaking at the lectern or in the pulpit to be projected. The ideal site for these cameras is on a pillar in front of these locations and we intend to install cabling and power as appropriate to this location.

In the future we would also hope to be able to provide an additional controllable camera at this position so that greater coverage may be provided for the congregation, for example to show more clearly to all what is happening at the font or at the front of the church.

This is a rapidly changing area but by careful choice of initial components we expect to provide the basis of an installation capable of additional facilities as funds become available.



Panasonic AW-HE2 Professional Fixed Position HD Integrated Camera



Panasonic AW-HE60S Professional Remote Controlled Pan & Tilt HD Integrated Camera

Approx size 17 x 17 cm

Please refer to link below for full camera specifications

Please refer to link below for full camera specifications

https://pro-av.panasonic.net/en/?action=multidatabase_action_main_filedownload&download_flag=1&upload_id=11445&metadata_id=791

System Locations and Installation

This is considered as follows:

1. Control desk for both sound and video
2. Speakers
3. Projection screen
4. Data projector
5. Miscellaneous items
6. Cabling issues
7. Location plan and key
8. Cabling plan and key

1. Control Desk



View of the existing mixer/amplifier and sound control system located on top of a cupboard in the Parish Office

It is intended to place the control desk (for both sound and video control) at the rear of the church, just in front of the existing temporary control desk location, North West of the font, as detailed below.



View looking East towards the altar from just behind the existing temporary sound desk (with its protective cover in place).

Please note that this is a small space, only suitable for a single desk operator. The wall on the left of the desk has a significant and detrimental impact on the sound heard by any operator in this position.

This location was, however, the best that could be found at the time as a temporary location for the sound control desk.



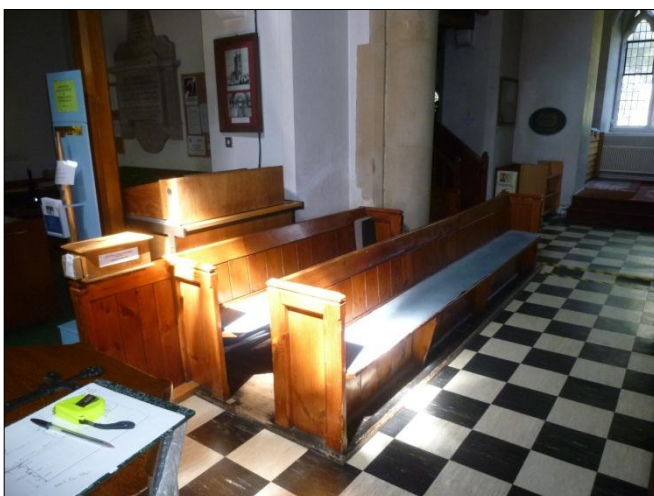
View of the temporary sound desk (with angled top cover) looking North from the South door of the church and showing the pew and open seating in front of this position.

The edge of the sidesmen's area is just visible on the left of this photograph and the open plan welcome area is behind the photographer.



A close up of the view above with the proposed new location in the centre of the photograph. Access will be through the space currently occupied by the temporary control position, as shown on the left of this photograph.

This location will give sufficient space to allow two operators to be seated, one of whom could, if necessary, be seated at the desk in their wheelchair. One could be seated at the sound desk and one the video desk, or one could be under training at either location.



A view of the proposed control position looking North West from the font.

The new desk will be mounted lower than the temporary installation to allow operation whilst seated and also so that its visual impact is minimised.

Please note the tiled floor that will be referred to later in this document.



A view of the proposed control position looking South West from the North aisle.

The proposal envisages removal of these seats and reuse of the timbers to form the front of the new control position. In this way the overall look of the area will be retained and will continue to match the adjacent pews.

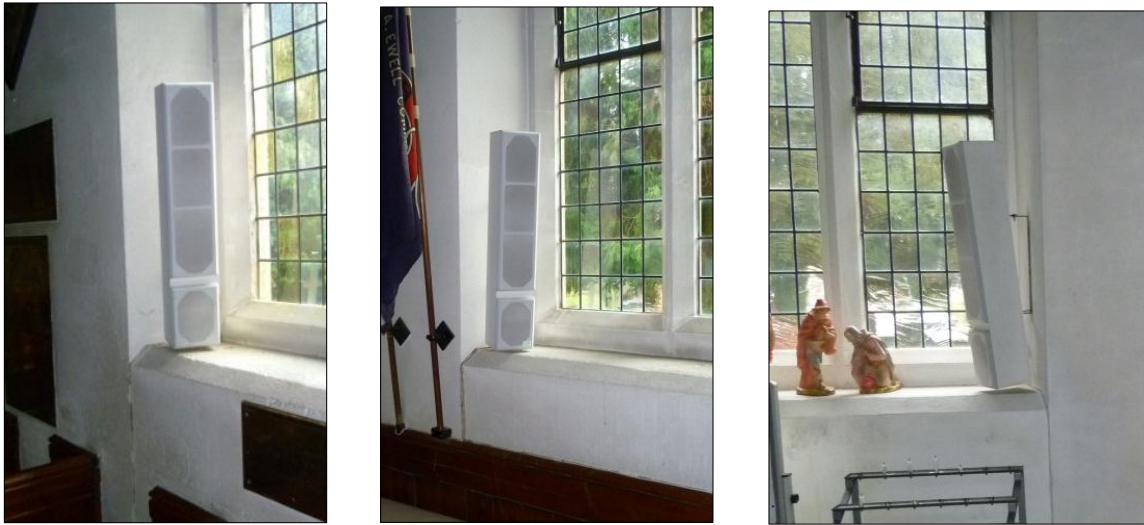
Space shown on the right of this photograph will house low level equipment racks containing amplifiers and ancillary items. These too will be behind the reused timber fronting to the new position.



View of the proposed new control desk location - within the white dashed lines - taken from above.

Existing temporary desk location - within yellow dashed lines - is at the bottom of the photograph.

2. Speakers



Locations of the three existing large column speakers in window recesses, two of which we intend to reuse for the gallery



Location of new column speaker on front column near lectern. The superimposed white rectangle on the left photograph above shows the relative size and position of the speakers. Colours of speakers to be chosen to minimise impact. The photograph on the right shows for comparison the same speaker mounted on a column in another church.

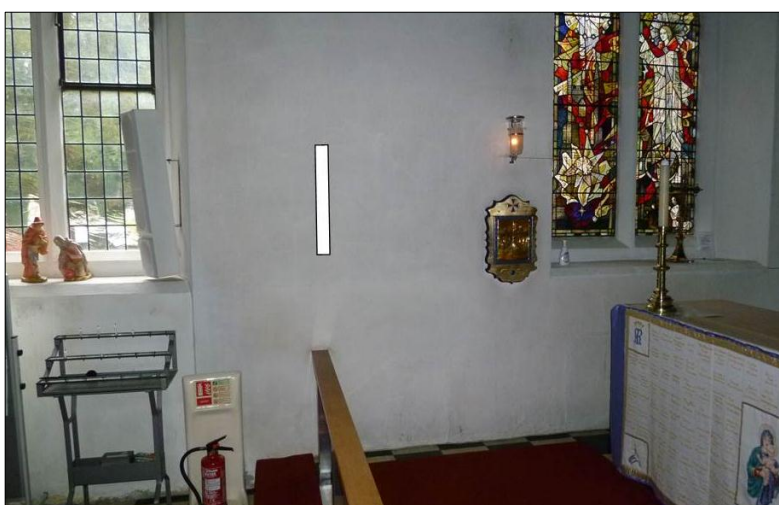
The column speakers are lightweight, only 4.6kg/10lb, thereby minimising mounting required. Column speaker size 100 x 8.1 x 5.9 cm.



Location of new column speaker and bass speaker in front of the column next to pulpit. The superimposed white rectangle on the photographs above show the relative size and position of the speaker. Colours of speakers to be chosen to minimise impact.

The speaker will be mounted on a pole on top of the bass unit and positioned just forward of the column as shown in the photograph of a similar installation elsewhere. Positioning in this way will to ensure sound distribution is not affected by the pulpit.

The bass speaker will be located on the floor at the base of the column next to the pulpit, i.e. behind the chair in photo on the left above. Bass speaker size 32.5 x 33.5 x 43.5 cm.



Speaker location in side chapel. Note the proposed speaker is very much smaller than the existing speaker shown in window recess to the left. Colour to be chosen to minimise impact.

Speaker size 50 x 8.1 x 5.9 cm



Fill speaker locations on rear of the chancel screen as seen from the choir stalls. Speakers should not be visible from the body of the church.

Speaker sizes 50 x 3.6 x 2.1cm

Colours of speakers to be chosen to minimise impact.



White rectangle shows position for monitor facility in Parish Room.

This will have local volume control to allow adjustment to suit current Parish Room activity

This wall backs onto a void containing the organ controls. This will enable AV and power cables to be run in the void and not show on the wall in the Parish Room

3. Projection Screen



This is how the projection screen will look when in the lowered position - but obviously not quite like this at St Mary's!

When retracted the screen will roll up and then the screen will be raised up clear of any sightlines and so not as to obscure the East window in any way.

The screen width will be 2.5m and have a widescreen 16:9 format.

At St Mary's the screen will be centralised over the Chancel screen and will lower so that the bottom edge of the screen remains above the top of the Chancel screen.



This is a view of a typical installation of the screen mechanism - as seen from behind the screen.

The top box controls lowering of the screen which is rolled up into the lower box in this photograph.

The grey item at the top is the automatic cable reel that ensures there is no slack cable as the screen goes up or down.

4. Data Projector



Christie LW401 3LCD Data Projector

The projector has been chosen to ensure that it is powerful enough to ensure that a clear and bright image is displayed suitable for the wide range of lighting conditions found at different times of the day at St Mary's

5. Miscellaneous items

LED lighting



This is the view from the pulpit. However little of the light from the lighting ring in front of the pulpit currently falls onto the person in the pulpit.

The same situation exists at the lectern.

We plan to add additional 240V GU10 LED lamps to these two rings to overcome this problem and to ensure that those preaching from the pulpit or reading at the lectern may be more clearly seen.

This will also improve the output from any video camera so that clearer images may be projected onto the screen.

6. Cabling issues

Considerable time and effort has been spent investigating a number of cable routes around the church in order to identify the best possible solution.

Consideration has been given to visual impact, appearance, technical capability and cost.

A number of difficulties have been uncovered or experienced during this process, all of which have had an impact on the final solution. The main problems encountered have been:

- Solid concrete or screed flooring in the aisles of the church preventing cable routes through these spaces without major disruption such as digging up solid floors
- Limited access to some under floor voids
- Avoidance of running cables near to heating pipes in floor ducts

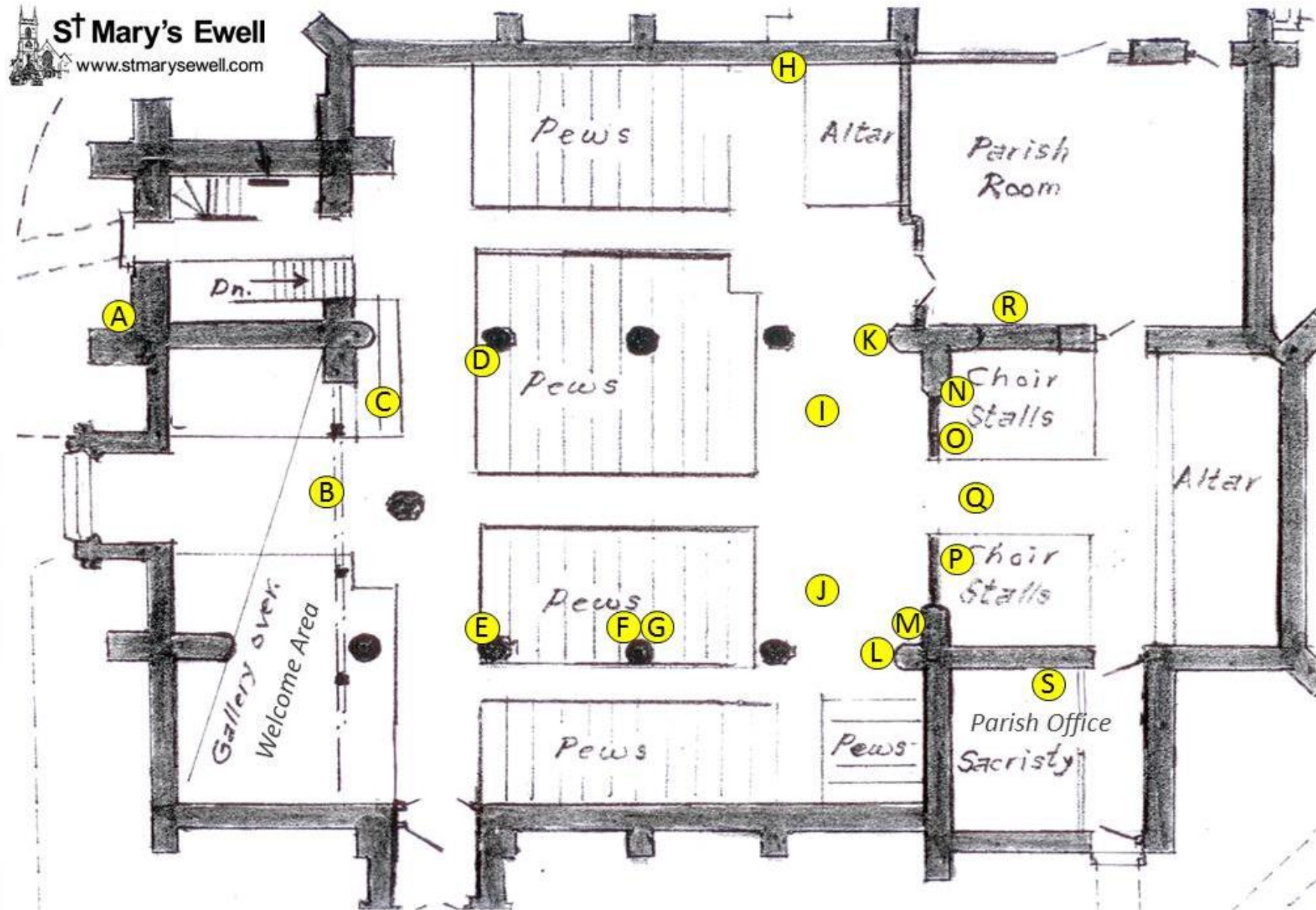
These issues have prevented the identification of suitable 'under floor' or 'floor level' cabling routes. However, despite these issues we now believe we have identified a mainly high level route which avoids these problems but still meets all our technical requirements within the constraints of minimal visual impact and sympathetic appearance.

In several ways we now consider that the final solution identified has better long term benefits than those routes first considered. For example the use of trunking rather than under floor conduit for much of the route will provide easier future access and the predominately high level location will have less susceptibility to possible damage from damp or vermin.

Care will be exercised during cable installation in all areas but particular attention will be given to minimise the creation or distribution of any dust near the organ.

These locations and routes are fully described in the following two sections.

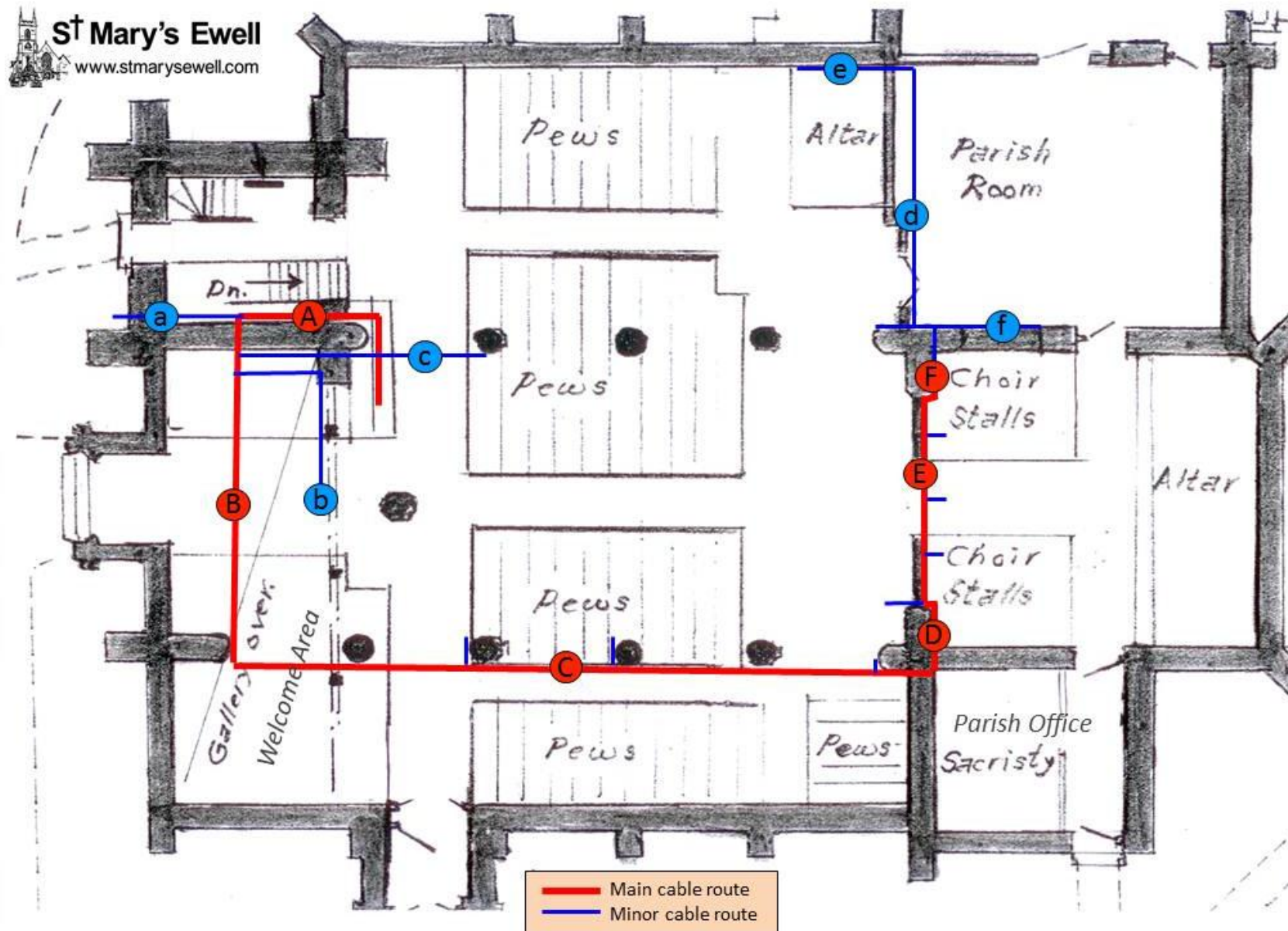
7. Location Plan



Key for Location Plan - please refer to plan on previous page

On Plan	Location	Use	Notes
A	On external wall	Socket for external speakers for exceptional use	Only for exceptional use when church over full (speakers already held)
B	Centre front of gallery	Data projector	Covering box to blend in with surrounding woodwork
C	Control Desk Location	Sound and video desks	Also amplifier site
D & E	High on walls	Gallery speaker locations	
F & G	Near to of column	Future video camera sites	
H	Above side altar rail	Speaker location on wall	For North aisle fill speaker
I & J	On lighting rings	Additional LED lights for pulpit and lectern	Using discrete GU10 LED lamps
K	North front column	Column speaker location	Mounted on front of column
L	South front column	Column speaker location	Mounted on pole above bass speaker on floor just in front of column
M	Pulpit	Mic/line sockets	Near pulpit for pulpit and occasional microphones on stands
N	North behind screen	Mic/line sockets	Termination box for multicore mic/line run mounted at low level. Also used to plug in lectern microphone
O	North behind screen column	Choir speaker fill location	Fixed to rear of screen
P	South behind screen column	Choir speaker fill location	Fixed to rear of screen
Q	Central over screen	Ambient microphone	
R	Wall of Parish Room	Powered AV facility	With local volume control
S	Parish Office	Provision for broadband feed	

8. Cabling Plan



Key for Cabling Plan - please refer to plan on previous page

On Plan	From	To	Use	Route
A	Control desk	Under gallery floor	Main cable run	Via cleaners under stairs cupboard Spur to outside socket
B	Gallery floor	Gallery floor	Main cable run	Under gallery floor boards Spur to data projector and gallery speaker
C	Gallery	Corner next to pulpit	Main cable run	High level in trunking next to redundant gas pipe and then down to low level in corner of wall Spurs at high level for gallery speaker and cameras
D	Sacristy (Parish Office)	Under choir stalls	Main cable run	Through wall into sacristy and out under floor of choir stalls
E	South side of screen	North side of screen	Main cable run	Along top of screen Spurs to Pulpit, Choir fill speakers and ambient microphone
F	Top of screen	Floor behind column	Main cable run	To site of main audio patch panel at low level behind column
a	Main cable run	External socket	External speaker feed	Through external wall
b	Main cable run	Data projector location	Data feed for projector	Under gallery floor boards
c	Main cable run	Gallery speaker location	Speaker feed	At high level above arch
d	Main cable run	Corner above side altar	Side fill speaker feed	Along top of wall above parish room door
e	Corner above side altar	Side fill speaker location	Side fill speaker feed	Down wall in corner to floor level then along floor and up to speaker following existing cable route
f	Main cable run	Parish Room AV location	Feed for Parish Room	At high level through back of organ control cupboard

Sound and Vision Project

SFL Proposal Documentation

INTRODUCTION

The final section of this application is an assembly of the most recent sound and vision project proposal documentation from the company SFL as detailed below.

CONTENTS

1. SFL Quotation and Supporting Documentation
 - a. Proposal Letter
 - b. Company Overview
 - c. The SFL Business Ethic
 - d. SFL Installation Projects
 - e. St Mary's Quotation Overview
2. Sound System Behaviour Simulation Plots for St Mary's Ewell
3. Quotation - Phase 1: Sound System & Cable Infrastructure
4. Quotation - Phase 2: Video System
5. SFL Terms and Conditions
 - a. Form A - General Terms and Conditions
 - b. Form B - Terms and Conditions of Sale
 - c. Form C - Terms and Conditions for Engineered Hire
 - d. Form D - Terms and Conditions of Hire

Please note that original SFL page numbering has been retained for all the following pages.

28th June 2013

Dear Tim,

Thank you for giving me the opportunity to send you this quotation and supporting documentation.

This report sets out SFL's proposals for the installation project based upon our understanding of your technical, functional, and financial requirements as outlined during our meeting together and our various discussions.

Highlighted in this document is an introduction to SFL Group, as well as an outline of my proposal for the upgrade project. These thoughts are framed in the context of a budget around £35,000; although to avoid confusion, all prices quoted hereafter will be exclusive of VAT.

Above all else SFL values relationship. Our explicit aim is to deliver our goal of "excellence in production" by building positive relationships and developing the people and communities we encounter along the way. I hope that this foundational principle of our business has been reflected through your experiences of dealing with SFL thus far, and is exemplified throughout this document.

Whilst this document is extensive, ultimately we can only convey the full relational heart of SFL in person. In this spirit we would very much like to welcome yourself and your core leadership team to meet with us as part of this process, and we invite you to visit us at our offices in Reading. We would love to show you around our facilities, introduce you to some of the team you could be working with, and generally get to know you a little better. Equally, I would also be very happy to arrange visits to some of the venues we have highlighted throughout this document, if that would be of any benefit.

My hope is that this report encapsulates everything that we have spoken about and answers the various questions you had. Having said that, this design is by no means set in stone; I would be more than happy to make amendments as your financial needs or technical requirements dictate.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Horton', written in a cursive style.

Tim Horton
Sales & Installations Manager

Company Overview

SFL Group are a leading AV solutions provider, with over 20 years' experience delivering high specification turnkey production solutions to live events and installations across the UK. As a production and installation supplier SFL are able to boast projects for many high profile customers including: BP; John Lewis; Mercedes-Benz; Microsoft; Buckingham Palace and Windsor Castle to name but a few. We also carry the admirable prestige of being the official AV partner to the Royal Albert Hall; one of the most iconic venues in the world.

SFL are the current providers of technical production services to a number of the UK's largest Church events, including: the Holy Ghost Festival of Life; Soul Survivor summer festivals; Love Oxford; and Worship Central. We have delivered premium installation projects for numerous house-of-worship venues, including:

Holy Trinity Brompton	The Dominion Centre, Wood Green
St James, Gerrards Cross, Bucks	Emmanuel Church, South Croydon
Soul Survivor Ministries, Watford	Christ Church, Winchester
RCCG Jesus House, Brent Cross	St Paul's, Hammersmith
Finchampstead Baptist Church, Berkshire	West Street Baptist, Dunstable
New Community Church, Southampton	St Mark's, Leamington Spa
St Helen's, Bishopsgate	Ruach Ministries, London
Slough Baptist Church	House of Praise, Camberwell

The SFL Business Ethic

The SFL business revolves around understanding three main principles:

WHY we do what we do

WHAT we do

HOW we do it

Above all else we understand and focus on the **WHY**. Although we are market leaders in **WHAT** we do and **HOW** we do it, these two are mere symptoms of our core values and drive – the **WHY**.

The **WHY** is a shared passion for creating premium technical solutions, meeting the strictest of specifications whilst also working in sympathy with architectural and acoustical complexities, whether that be as part of a one-off event production, or a permanent installation project.

Excellence in Production

Although the **WHY** is critical, we recognise that **WHAT** we do and **HOW** we do it are also of key importance to our customers. This is enshrined in our corporate strap line of "Excellence in Production".

Excellence in Production is at the very core of all of our activities, driving our efforts to deliver the very highest standard of technical production services and solutions. It is a diverse concept that can only be realised through a deep appreciation and understanding of our clients' requirements, values, and circumstances.

Experience Feeds Understanding

Over the last two-decades, SFL's experience from both our installation and live events work has fed our technical knowledge and understanding. It is these experiences that have helped drive us forward in our pursuit of excellence. As a result we are now uniquely placed to support you in your installation project, with acoustic consultants, dedicated installation engineers and project managers, bespoke training courses, and state-of-the-art computer modelling experts, all in-house.

Our Commitment

SFL's business ethos places huge value on relationship, with a strong focus on delivering long term added value to all of our customers. With our proven history you can have complete confidence in the level of continued support going into the future.

Our most valuable asset is our people, and the relationships they foster with you as our customer. We believe it is our responsibility to form productive relationships and to develop the people we meet along the way.

SFL's published corporate aims and ethics statement indicates how you should expect to be treated by us as a client:

Dealing with Clients:

"We will always deal with our clients with the utmost respect and ensure that we understand their value so that what is important to them is important to us. We will always strive for what is best for our clients and go the extra mile."

SFL Installation Projects

SFL are industry leaders in AV installations for houses-of-worship in the UK. With an impressive portfolio of installation projects spanning over 20 years, no-one has more experience or greater understanding of church requirements than SFL. The following case studies represent just a small portion of our recent installation projects.

Holy Trinity Brompton

As with many Churches, HTB's sound system had evolved over many years. The project brief was to "raise the bar" on the level of audio quality to meet the increasing demands of both their ever-developing contemporary music as well as the more traditional expressions of worship. Given the reverberant nature of the space and plethora of restrictions that limit the installing of acoustic treatments, the speaker system design not only had to suit the highly-dynamic musical content but also work in sympathy with the diffusion characteristics of the space. The d&b Q7 was ultimately chosen as the main speaker system for its SPL headroom capability and its ability to control the high frequency dispersion, thus improving the fidelity of the audio quality.



Since the completion of the speaker system installation, many subsequent changes have been made to the mixing desks and control equipment, but the speaker system remains unchanged; truly a testimony to the longevity of SFL's work.

St Mark's Leamington Spa

St Mark's is a traditional Anglican church located in the heart of the historic town of Royal Leamington Spa. The church hosts a busy calendar of events as well as Sunday worship.



As is common with traditional church buildings, St Mark's has a challenging reverberation time due to its spacious architecture coupled with highly reflective building materials. Long reverberation times can impede clarity and hamper the ability to control levels, neither of which is conducive to high quality audio.

SFL's design countered the difficulties of high reverberation time with a K-Array loudspeaker system. The K-Array column speakers are subtle and unimposing, painted in a custom RAL colour to match the stonework of the venue. The benefit to K-Array in a venue such as St. Mark's is that the column design delivers a very tightly controlled vertical dispersion, directing acoustic energy precisely toward listeners and away from reflective surfaces which contribute to reverberation. The result delivers strong intelligibility and clarity in an otherwise tricky acoustic environment.

Dominion Centre, Wood Green

The client wanted a world class audio solution for this 2000 capacity house-of-worship venue in Wood Green, London. SFL provided L'Acoustics KUDO line source for the main arrays, supplemented by L'Acoustics KIVA modular line source for front-fills and SB118 subs for low frequency extension. The resulting solution delivered unrivalled audio quality and was subsequently adopted by L'Acoustics to host a series of high profile international showcase events, highlighting their position at the very pinnacle of audio product manufacturers for installation.

The L'Acoustics loudspeaker system was complimented by a Yamaha PM5D-RH front-of-house mixing console, and a six channel Roland M-48 personal monitor mixing solution driven by a Roland M-400 monitor console.



To add to this world class AV specification SFL installed widescreen projection using Barco CLM-R10+ projectors with a Barco ScreenPro II for control.

The result is an awe inspiring turnkey solution with major "wow" factor, featuring one of the finest technical specifications in the world. SFL delivered this through the perfect blend of industry leading technologies, refined design, and unrivalled craftsmanship.

Finchampstead Baptist Church: FBC Community Centre

When FBC embarked on a major project to build a new multi-purpose facility that would become home to their Sunday services as well as a hub for the life of the local community, SFL were drafted in to provide the technical infrastructure solution.



The main sports hall cum-auditorium was fully equipped with sound, video and lighting systems to meet the demands of an incredibly flexible and versatile space. The main audio and video feeds were then bussed around the building using a digital Audio-Visual network into the upstairs drama hall, numerous meeting rooms, and café area, providing overflow rooms and bi-directional conference facilities.

St Mary's Quotation Overview

The attached quotations SFLQ3708 and SFLQ3709 detail SFL's proposals for the audio and video solutions at St Mary's respectively. These solutions have been derived based upon our appreciation of the specific needs and applications of the church, with consideration given to the proposed £35,000 inc. VAT budget and sensitivity to the church's traditional architecture.

Audio System

As a traditional church building St Mary's presents some specific challenges for our audio system design. In particular the architecture and building materials give the venue a long reverberation time – in layman's terms, it is "echoey". A very reverberant or "echoey" venue impedes audio clarity and intelligibility.

Our proposed speaker system is designed, among other concerns, primarily to deliver clear and intelligible audio throughout the venue. This is detailed in SFLQ3708 attached. We have proposed a solution using a range of productions from a manufacturer called K-Array. K-Array specifically design discreet column style loudspeakers, which are aesthetically subtle, and deliver sound in a tightly focussed dispersion pattern; effectively directing sound precisely where we want it and limiting unwanted sound energy outside of the listening area. This kind of focused loudspeaker system allows us to restrict the system's contribution to reverberation which improves clarity and intelligibility.

The system deploys K-Array KK102 column speakers for the main speaker system, supported by the smaller KK52 which acts as a fill for the area in front of the altar to ensure even coverage. Smaller KV50 speakers provide coverage for the choir stalls. A single KMT12 subwoofer supplements the low frequencies.

We have used a software package called EASE to test the anticipated behaviour of the system. EASE plots may be found attached. You will notice from the plan view that the proposed solution covers the whole venue, with a maximum variation in level of no more than 6dB. A 6dB variation is our typical design target and represents the best possible balance between even level and a natural sounding solution as we psychologically anticipate that some level will drop over distance. It should be noted that the model only accounts for direct travel of sound and does not factor in the effects of reverberation which in reality will make levels even more consistent. The side view plot demonstrates how tightly the dispersion of the speaker system is controlled in the vertical domain, critical to achieving intelligibility in a reverberant environment.

A small Bose system has been recommended for the parish room. This provides an economical solution for people in this room to listen in and follow along with the main service.

The attached quotes include a new multicore and all necessary cabling to integrate the proposed speaker system with your existing control solution, which would be carried out as part of the project.

Video Solution

SFL's proposed video solution for St Mary's combines a subtle, sympathetic approach to the building's traditional architecture with recognition of the requirement for clear visuals that support and equip congregational worship. This is detailed in the attached quotation SFLQ3709.

Our solution is based around a 2.5m widescreen projector screen with a 4,000 lumen projector. This will provide adequate brightness in order to achieve a strong and clear image on that is easily viewed throughout the congregational space.

We have specified a Kramer switching and scaling solution along with Cat5 signal distribution. The VP-771 switcher accepts multiple input types and is compatible with HD-SDI for potential future camera use (see below) as well as typical sources such as PC, DVD players, etc.

The quote includes prices for two camera options. These are not included in the total, but prices are shown for your reference. The first is a Panasonic fixed head solution, whilst the second is a robotic moving head which can be remotely operated from the visuals control position. These are both fully costed for installation including all cabling and fittings.

Cameras

Included within the video quotation are the costs for two different camera solutions. Both of these are based around an HD-SDI signal for best possible video quality, which would connect directly into the Kramer switcher.

The first camera option is a Panasonic HE2 camera, that would provide a fixed image; i.e. no ability to pan/tilt the image, or zoom in/out. This would be sufficient for a wide-shot to send to an overflow environment, or if you are able to set up a tight shot on the pulpit to be put onto the main screen, but if you needed to manipulate the image in anyway it would not be appropriate.

The second option is for a Panasonic HE60S camera, this is a full-PTZ setup and the quote includes the remote control unit required to make the adjustments. As you will no doubt see from the quotations, there is a stark difference in price between these two options.

The main video system quoted would handle a video camera connection, either as part of the initial install, or as a later addition. If you wanted to hire a camera for specific events, then SFL would be well placed to help you as we have a comprehensive stock of sound and video equipment with professional level "handy-cam" cameras (i.e. not robotic) available, starting at around £100 per day.

Service Options

All SFL installation projects include a 5-year warranty on wiring and infrastructure, this is in addition to the manufacturer warranties offered on the specific equipment. These warranty periods vary according to product, but are typically a 3-year "return to base" agreement.

There are various other service options available, although because no installation project is the same, this would need to be priced up according to what you require. At one end of the spectrum, we could arrange a handful of visits per year that include “preventative maintenance” tasks such as projector cleaning etc. From there, we can add in emergency call-outs (varying from 24-hour response to 4-hour response), administration of warranty repairs (collect from and return to site), right up to loan of equipment in the case of failure.

Unlike the service contract you might be able to purchase with a new car, an AV installation is always unique, therefore it is very difficult to off-set the costs of one customer against another. Without wanting to be cliché; the technical systems we are quoting for St Mary’s in Ewell is unique to you, it’s not an off-the-shelf solution that is being shoe-horned in, therefore the service contract would also need to be unique to you.

Concluding Thoughts

Hopefully this document and associated quotations encapsulate everything that you require. As I mention earlier in the report; these quotations and system designs are by no means fixed. In fact, I would suggest that we should go through a refining process to make sure that the total solution is as appropriate to your requirements as possible.

Moving Forward

In the short term, I hope to be able to meet with you again. I would very much like to welcome you and other members of the Church leadership team here to Reading; it would be a good opportunity for you to see our home and, of course, to meet more of the team.

Should you choose to partner with SFL on this project, we would typically work to the following scheduling:

- Confirmation of award of contract
Deposit Payment due - 40%
+6 week installation lead time
- First day of installation
Second Payment due - 40%
+5 days installation (expected)
- Hand over & commissioning
Third Payment due - 15%
- Snagging
- Final sign-off
+30 days
- Final payment due - 5%

Full terms and conditions are appended to this document.

Useful Contacts

Tim Horton

Sales & Installations Manager

Tim@SFLgroup.co.uk

Patrick Smith

Sales Engineer

Patrick@SFLgroup.co.uk

Mark Payne

Managing & Technical Director

Mark@SFLgroup.co.uk

James Cremer-Evans

Project Manager

James@SFLgroup.co.uk

SFL Group

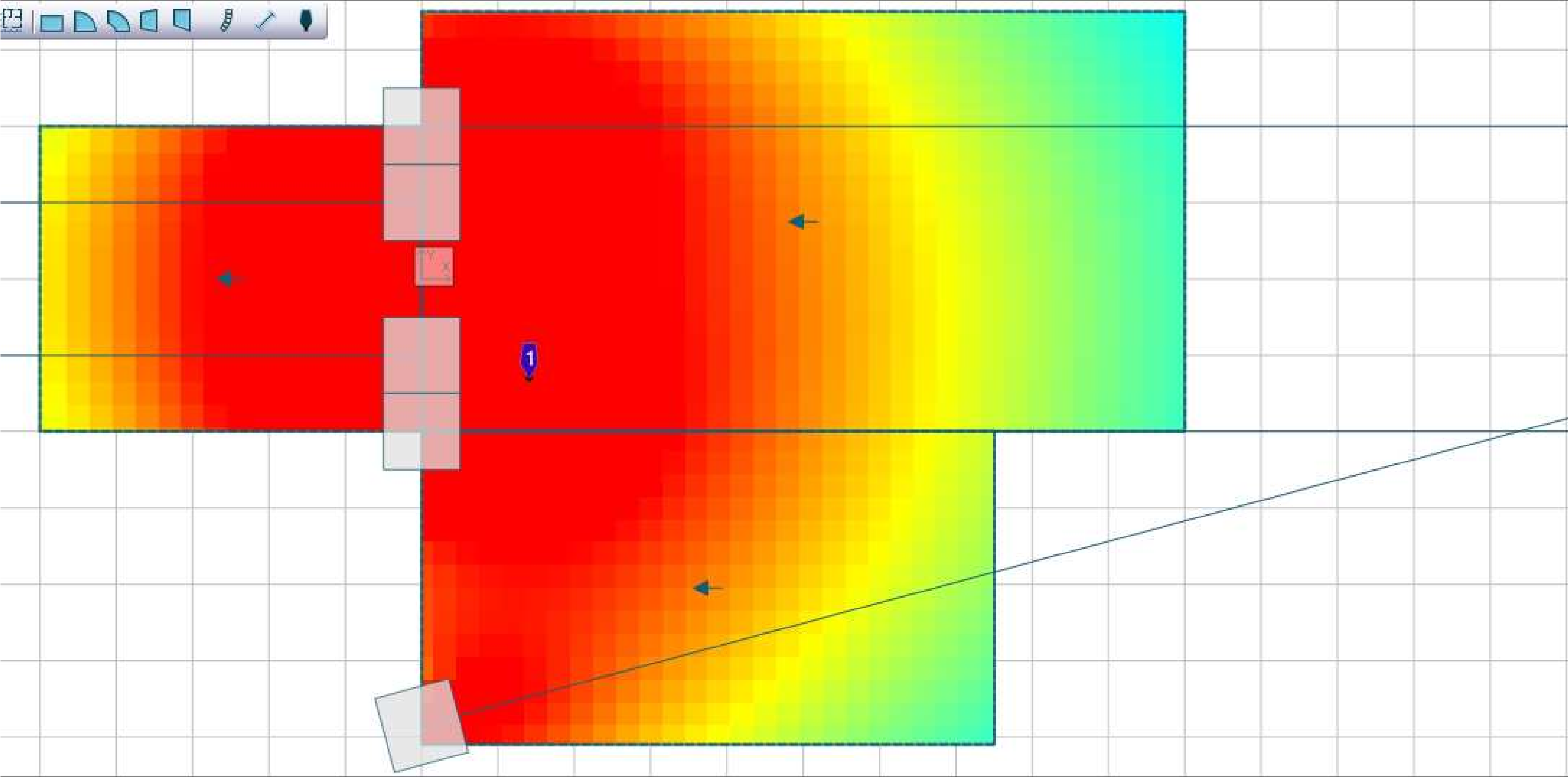
Unit 5 Headley Park 10, Woodley, Reading, Berkshire, RG5 4SW

Phone: 0118 969 0900



Type: Direct SPL (A-Weighted) | Frequency: 4000 Hz | Bandwidth: 3 Octaves | Sources: All Sources (5) | Areas: All Areas (3)

.5 .4 .3 .2 .1 .0 .1 .2 .3 .4 .5 .6 .7 .8 .9 .10 .11 .12 .13 .14 .15

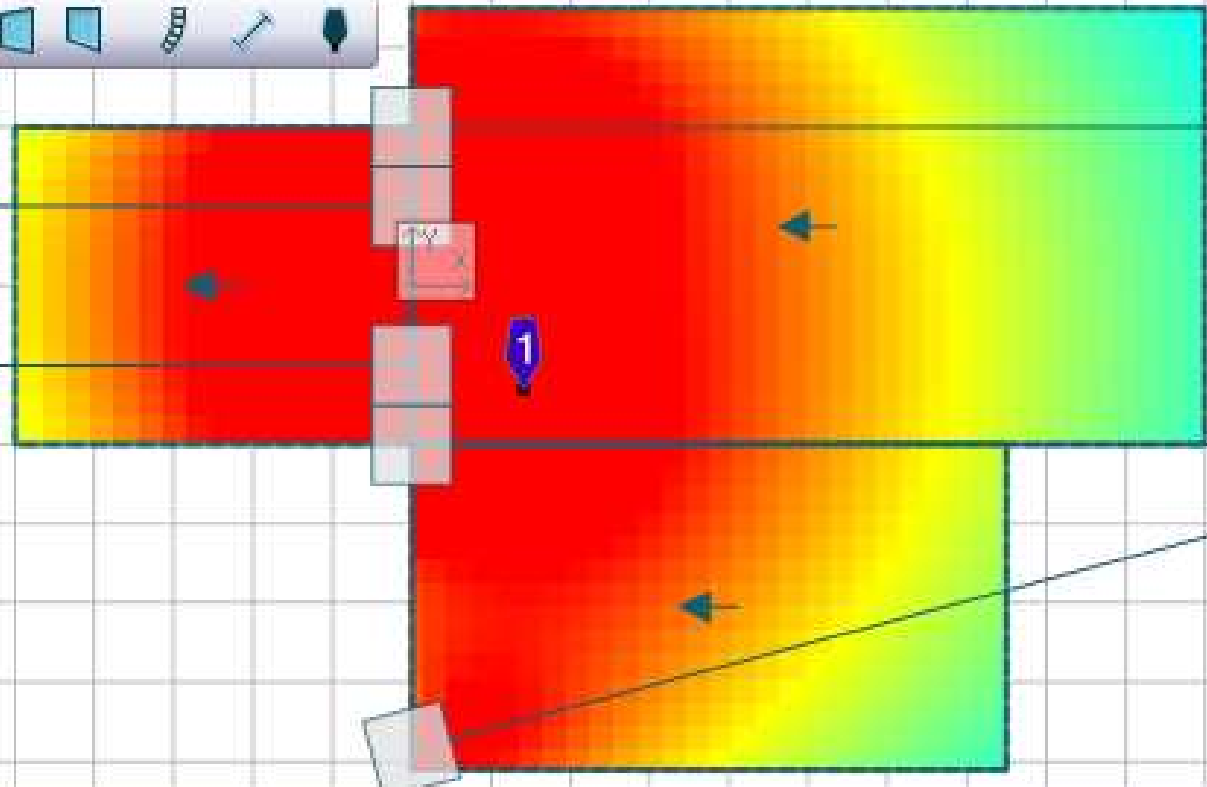


Levels | Frequency Response | Distribution Graph



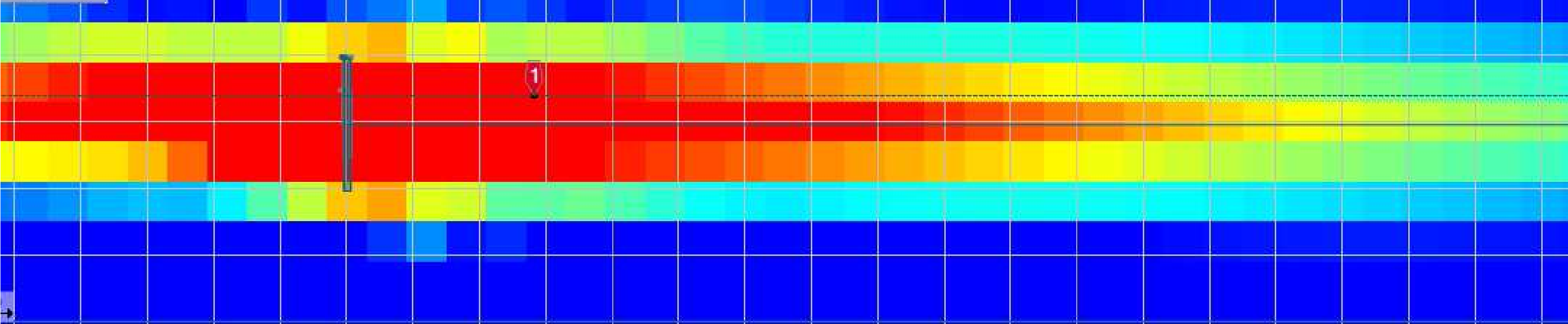
Type: Direct SPL (A-Weighted) | Frequency: 4000 Hz | Bandwidth: 3 Octaves | Sources: All Sources (5) | Areas: All Areas (3)

-7.5 | -5.0 | -2.5 | 0.0 | 2.5 | 5.0 | 7.5 | 10.0 | 12.5 | 15.0 | 17.5 | 20.0 | 22.5 | 25.0 | 27.5 | 30.0



Levels | Frequency Response | Distribution Graph

-2.5 | -2.0 | -1.5 | -1.0 | -0.5 | 0.0 | 0.5 | 1.0 | 1.5 | 2.0 | 2.5 | 3.0 | 3.5 | 4.0 | 4.5 | 5.0 | 5.5 | 6.0 | 6.5 | 7.0 | 7.5 | 8.0 | 8.5 | 9.0



QUOTATION

Quote Ref: SFLQ3708-02	Quote Date: 22/01/2014	SFL Contact:	Tim Horton
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Tim Price
St Mary's Ewell
London Road
Ewell
Epsom
Surrey, KT17 2AY

Phone:
Fax:

Phase 1 : Sound System & Cable Infrastructure

Qt	Manufacturer	Code	Description	List Price	Dis%	Price	Total
Main Speaker System							
2	K-Array	KK102W	100cm Module Ultra-slim, high power, element, white	£1,300.00	15	£1,105.00	£2,210.00
2	K-Array	K-WALL2LW	Wall mount bracket, white	£45.00	15	£38.25	£76.50
1	K-Array	KMT12P	Ultra-light high power 12" subwoofer (8 Ohm), black	£900.00	15	£765.00	£765.00
3	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£100.00	0	£100.00	£300.00
3	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£30.00	0	£30.00	£90.00
Side Chapel Fill							
1	K-Array	KK52W	50cm Module Ultra-slim, high power, White	£795.00	15	£675.75	£675.75
1	K-Array	K-WALL2LW	Wall mount bracket, white	£45.00	15	£38.25	£38.25
1	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£100.00	0	£100.00	£100.00
1	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£30.00	0	£30.00	£30.00
Chancel Speakers							
2	K-Array	KV50W	Ultra flat 3D Line Array Element White	£715.00	15	£607.75	£1,215.50
2	K-Array	K-WALL2LW	Wall mount bracket	£45.00	15	£38.25	£76.50
1	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£120.00	0	£120.00	£120.00
2	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£30.00	0	£30.00	£60.00
Amplification & Control							
1	K-Array	KA40	High-Tech Class-D Pro Amp with DSP (2000W)	£2,750.00	15	£2,337.50	£2,337.50
1	Karray	KA7-7	Class-D Professional Amp ** Ex-Demo **	£1,550.00	30	£1,085.00	£1,085.00
1	Behringer	DCX2496	Digital Signal Processor	£250.00	0	£250.00	£250.00
1	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£100.00	0	£100.00	£100.00
1	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£100.00	0	£100.00	£100.00
SubTotal							£9,630.00
Cabling - As Per Drawing							
1	SFL	INST-P&C	A - External Speaker	£75.00	0	£75.00	£75.00
1	SFL	INST-P&C	B - Projector	£75.00	0	£75.00	£75.00
0	SFL	INST-P&C	C - Desk & Amps - See above	£0.00	0	£0.00	£0.00

Qt	Manufacturer	Code	Description	List Price	Dis%	Price	Total
2	SFL	INST-P&C	D+E - Gallery Speakers (future)	£100.00	0	£100.00	£200.00
1	SFL	INST-P&C	F+G - Column Cameras (future)	£100.00	0	£100.00	£100.00
0	SFL	INST-P&C	H - Side Chapel Speaker - See above	£0.00	0	£0.00	£0.00
0	SFL	INST-P&C	I+J - LED Lights - NOT SFL REMIT	£0.00	0	£0.00	£0.00
0	SFL	INST-P&C	K - Main Speaker L - See above	£0.00	0	£0.00	£0.00
0	SFL	INST-P&C	L - Main Speaker R - See above	£0.00	0	£0.00	£0.00
1	SFL	INST-P&C	M - Pulpit Mic Inputs (4-in / 0-out), tailing back to "N"	£120.00	0	£120.00	£120.00
1	SFL	INST-P&C	N - Multicore Mic Inputs (8-in / 4-out)	£250.00	0	£250.00	£250.00
0	SFL	INST-P&C	O - Choir Fill Speaker L - See above	£0.00	0	£0.00	£0.00
0	SFL	INST-P&C	P - Choir Fill Speaker R - See above	£0.00	0	£0.00	£0.00
1	SFL	INST-P&C	Q - Ambient Mic	£100.00	0	£100.00	£100.00
1	SFL	INST-P&C	R - Parish Room Feed (Cat5)	£75.00	0	£75.00	£75.00
1	SFL	INST-P&C	S - Office Cat5 for video / IT	£75.00	0	£75.00	£75.00
10	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings for above	£75.00	0	£75.00	£750.00
SubTotal							£1,820.00
Installation Labour							
5	SFL	LAB-ENG-DAY	Installation/Maintenance Engineer Day Rate	£350.00		£350.00	£1,750.00
5	SFL	LAB-TEC-DAY	Installation/Maintenance Technician Day Rate	£250.00		£250.00	£1,250.00
5	SFL	INST-TRAVEL	Travel To & From Installation Location	£75.00		£75.00	£375.00
1	SFL	INST-ACCESS	Installation Access Equipment for working at height	£120.00		£120.00	£120.00
1	SFL	LAB-WASTE	Removal and Disposal of Installation Trade Waste from Site	£50.00		£50.00	£50.00
System Design							
1	SFL	LAB-SYS-DES	System Design Day Rate	£350.00		£350.00	£350.00
Commissioning & Training							
1	SFL	LAB-COMM	System Engineer Set Up And Commission Day Rate	£375.00		£375.00	£375.00
1	SFL	LAB-TRAIN	Day Training On Specified Equipment, at SFL Reading	£375.00		£375.00	£375.00
SubTotal							£4,645.00
						SubTotal	£16,095.00
						VAT	£3,219.00
						Shipping	£0.00
						Total	£19,314.00

This Quotation is valid for 30 days from the document date and is subject to our standard Terms and Conditions (Forms A&B for Equipment Sales and Installations). Copies of which are attached or have been submitted to you. Our Terms and Conditions apply at all times.

All Prices are subject to VAT at the current rate.

A deposit (minimum 40%) is required with confirmation of order. Such sum is not refundable in any circumstances.

Generally all hardware components specified above are covered by a limited 1 year manufacturer's warranty, this is by nature a "return to base" warranty requiring the customer to return defective items to SFL's offices at the customer's cost.

QUOTATION

Quote Ref: SFLQ3709-02	Quote Date: 24/01/2014	SFL Contact:	Tim Horton
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Tim Price
St Mary's Ewell
London Road
Ewell
Epsom
Surrey, KT17 2AY

Phone:
Fax:

Phase 2 : Video System

Qt	Manufacturer	Code	Description	List Price	Dis%	Price	Total
Main Projector Solution							
1	Christie Digital	121-012104	LW401 LCD WXGA Projector (With 1.5-2.5:1 Zoom)	£2,095.00	10	£1,885.50	£1,885.50
1	Christie Digital	121-113106	Lens Medium Zoom 1.9-3.8:1	£1,195.00	10	£1,075.50	£1,075.50
1	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£100.00	0	£100.00	£100.00
0	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£75.00	0	£75.00	£0.00
SubTotal							£3,061.00
Main Screen Solution (on Winch)							
1	Major Systems	Screen	Motorised 2.5m-wide screen, FP, 16:9, black backed	£814.00	0	£814.00	£814.00
1	Major Systems	Winch	Winch Mechanism	£2,069.00	0	£2,069.00	£2,069.00
1	Major Systems	Bracket	Wall Mounting Bracket	£138.00	0	£138.00	£138.00
1	Major Systems	RF Kit	Double external remote control kit RF, c/w multi remote	£215.00	0	£215.00	£215.00
1	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£100.00	0	£100.00	£100.00
SubTotal							£3,336.00
Switching and Control							
1	Kramer	VP-771	9-Input ProScale Presentation Switcher w/ 3G HD-SDI	£1,999.00	15	£1,699.15	£1,699.15
1	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£150.00	0	£150.00	£150.00
SubTotal							£1,849.15
Video Signal Distribution							
1	Kramer	TP-104HD	UXGA Line Transmitter / 1:4 DA CAT 5	£229.00	15	£194.65	£194.65
1	Kramer	TP-120	TP / UXGA Receiver	£139.00	15	£118.15	£118.15
0	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£100.00	0	£100.00	£0.00
0	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£75.00	0	£75.00	£0.00
SubTotal							£312.80
Camera Option 1 - Fixed Head (Not Included in Total)							
0	Panasonic	AW-HE2	Panasonic AW-HE2 Basic HD Integrated Camera	£729.00	5	£692.55	£0.00
0	Roland	VC-1-HS	HDMI to SDI Video Converter w/ Embedded Audio	£349.00	5	£331.55	£0.00
0	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£150.00	0	£150.00	£0.00

Qt	Manufacturer	Code	Description	List Price	Dis%	Price	Total
0	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£50.00	0	£50.00	£0.00
SubTotal : £ 1,224.10							£0.00
Camera Option 2 - Moving Head (Not Included in Total)							
0	Panasonic	AW-HE60S	Robotic Camera Head - HD/SDI	£3,879.81	0	£3,879.81	£0.00
0	Panasonic	AW-RP50	Remote Control Unit w/ Pan, Tilt & Zoom	£1,763.19	0	£1,763.19	£0.00
0	SFL	INST-P&C	All Necessary Installation Plugs & Cable	£150.00	0	£150.00	£0.00
0	SFL	INST-F&F	All Necessary Installation Fixtures & Fittings	£50.00	0	£50.00	£0.00
SubTotal : £ 5,843.00							£0.00
Installation Labour							
1	SFL	LAB-ENG-DAY	Installation/Maintenance Engineer Day Rate	£350.00		£350.00	£350.00
2	SFL	LAB-TEC-DAY	Installation/Maintenance Technician Day Rate	£250.00		£250.00	£500.00
1	SFL	INST-TRAVEL	Travel To & From Installation Location	£75.00		£75.00	£75.00
1	SFL	LAB-WASTE	Removal and Disposal of Installation Trade Waste from Site	£50.00		£50.00	£50.00
System Design							
1	SFL	LAB-SYS-DES	System Design Day Rate	£350.00		£350.00	£350.00
Commissioning & Training							
1	SFL	LAB-COMM	System Engineer Set Up And Commission Day Rate	£375.00		£375.00	£375.00
SubTotal							£1,700.00
						SubTotal	£10,258.95
						VAT	£2,051.79
						Shipping	£0.00
						Total	£12,310.74

This Quotation is valid for 30 days from the document date and is subject to our standard Terms and Conditions (Forms A&B for Equipment Sales and Installations). Copies of which are attached or have been submitted to you. Our Terms and Conditions apply at all times.

All Prices are subject to VAT at the current rate.

A deposit (minimum 40%) is required with confirmation of order. Such sum is not refundable in any circumstances.

Generally all hardware components specified above are covered by a limited 1 year manufacturer's warranty, this is by nature a "return to base" warranty requiring the customer to return defective items to SFL's offices at the customer's cost.

Sound Foundation Limited

trading as

SFL & SFL Group

Unit 5, Headley Park 10, Woodley, Reading, Berks RG5 4SW

FORM A**GENERAL TERMS AND CONDITIONS**

These are the Standard Terms and Conditions of Business for Sound Foundation Limited for the provision of goods and services. In booking Sound Foundation Limited to provide goods or services, this and any associated enclosures, annexed to these conditions, form the terms and conditions of this Agreement to which both parties agree to be bound for the provision of services contained herein.

1. Definitions

In this Agreement:

"Agreement"	means the obligations and duties contained herein and the enclosures annexed hereto;
"Charges"	means those outlined in the enclosure annexed to this Agreement;
"Confidential Information"	means all financial, business, technical or other data and all other information (whether written, oral or in electric form or other media) concerning the business affairs of a party that the other party obtains, receives or has access to as a result of the discussions leading up to the entering into or the performance of this Agreement;
"Deposit"	means the sum of 20% or such other sum as may be agreed, which shall be payable by you with the booking confirmation, pursuant to Clause 6.1 and any Enclosures annexed hereto.

2. Duration of Agreement

This Agreement shall last until the completion of the agreed service from the date hereof.

3. Entire Agreement

- 3.1 This Agreement constitutes the entire Agreement and understanding between you and us and supersedes any previous agreement between you and us relating to the subject matter of this Agreement.
- 3.2 Each of the Parties acknowledges and agrees that in entering into the Agreement it does not rely on and shall have no remedy in respect of any statement, representation, warranty or understanding (whether negligently or innocently made) of any person (whether a party to this Agreement or not) other than as expressly set out in this Agreement as a warranty. The only remedy available to a party for breach of warranty shall be for breach of contract under the terms of this Agreement. Nothing in this clause shall operate to limit or exclude any liability for fraud.
- 3.3 Your booking of our services is deemed acceptance of the terms and conditions of the Agreement and shall apply irrespective of any further standard terms and conditions that may appear on any other form you submit.

4. Our Obligations

- 4.1 We shall, upon payment of the Deposit (if any), pursuant to Clause 6, and receipt of a signed copy of the Booking Confirmation Form, undertake to perform the following: -
- 4.1.1 To use our reasonable endeavours to provide you with goods and services for your event/function as per our Booking Confirmation form
- 4.1.2 to immediately notify you in the event of any change in circumstances (to include but not limited to operation of law) that renders the performance or completion of our obligations under this Agreement temporarily or permanently impossible;
- 4.1.3 use our reasonable endeavours to ensure that the equipment is supplied is operational.
- 4.2 In the event that the equipment and/or services, become temporarily un-useable or unavailable (other than as a result of accident, damage, theft or vandalism), make available replacement equipment and/or services (not necessarily of the same type and age) within 48 hours (or as soon after that as is practicable).

5. Your Obligations

You warrant that you: -

- 5.1 will pay all reasonably incurred charges in full and VAT or any similar tax (if applicable) as and when they become payable in accordance with Clause 6 herein
- 5.2 will immediately notify us in the event of any change in circumstances (to include but not limited to operation of law) that renders the performance or completion of our obligations under this Agreement temporarily or permanently impossible;

6. Payment

- 6.1 You agree to the payment of the deposit (if due). Such sum is not refundable in any circumstances but shall be deducted from the monies due to us under Clause 6.2 below;
- 6.2 You agree to pay the total sum as stated in the Booking Confirmation Form for our services under this Agreement, minus any deposit you have paid and you further agree to pay all reasonable extra charges, in addition to the aforementioned sum, incurred by us in fulfilling our obligations to you under this Agreement. Such monies shall be paid to Sound Foundation as cleared on or before the day of the event/function.
- 6.3 Notwithstanding the generality of the above clause 6.2, with respect to an engineered hire, if the duration of the event/function runs over time by more than 30 minutes, we reserve the right to charge you in accordance with clause 6 of Form C
- 6.4 Any additional equipment/crew/transport ordered after receipt of order confirmation whether in writing or verbally shall incur relevant additional charges as per our normal charging structure (i.e. book rate) which shall, at all times, be payable by you
- 6.5 In the event that we do not receive cleared funds on or before the day of the event/function/hire, we reserve the right not to perform the service, save that this clause 6.5 shall not apply to those customers who have a valid credit account with us.
- 6.6 We reserve the right to amend, upon giving one month's notice, the price of services supplied in line with market rates for such service and you agree that it is reasonable for us to do so
- 6.7 Should you fail to make a payment within 7 days of our reasonable demand, you shall pay interest, weekly, thereon at the rate of 4% above the standard base rate of Barclays Bank Plc operating at that time.

7. Cancellations

7.1 Should you cancel your event/function:-

- 7.1.1 after having formally confirmed the event (i.e. booking confirmation form has been signed and returned, or you have supplied us with an official purchase order or any other form of written confirmation) then the amount of 20% of the full fee shall become due and payable (less any deposit already paid), immediately, pursuant to Clause 6 herein.
- 7.1.2 within 14 days of the date of the event/function, 50% of the full fee for the event/function shall become due and payable (less any deposit already paid by you), immediately, pursuant to Clause 6 herein.
- 7.1.3 within 7 days of the date of the event/function, the full fee for the event/function shall become due and payable, immediately, pursuant to Clause 6 herein.

8. Liability

8.1 Except as provided in this Clause 9, neither party shall be liable to the other, whether in contract, tort or otherwise loss or damages which are:

- a) Not the fault of the other party;
- b) Indirect and/or not reasonably foreseeable
- c) Loss of business, profits, savings, revenue, or goodwill whether caused to the other party through any breach of this Agreement or any matter arising under it.

8.2 In respect of any liability of Sound Foundation Limited it is agreed that this is limited to the Agreed fee to be charged pursuant to Clause 6.2, the Parties, herein, agree that it is reasonable to do so

8.3 Neither Party excludes liability for negligent acts or omissions causing death or personal injury to any person.

9. Indemnities

At our discretion, you agree to indemnify us in respect of all reasonable incidental or extra costs being (to include, but not limited to, any excess payable pursuant to any claim upon our insurance policy, or theft and damage to equipment and damage or liability to Third Parties arising from the performance or part performance of this Agreement).

10. Insurance

10.1 We agree to obtain and maintain in force with a reputable Insurance Company, or a Lloyds Underwriter, all necessary insurance policies in which to fulfil our obligations arising under this Agreement.

10.2 We shall undertake to do nothing to invalidate such insurance policies and such policies will be at all times, paid up to date during the duration of this agreement.

11. Force Majeure

11.1 For the provisions of this Agreement "Force Majeure" shall mean any event or cause happening to prevent either Party performing its obligations which arise from or is attributable to acts, events, omissions or accident beyond the control of either Party.

11.2 For the purpose of clarity such acts, events, omissions or accidents are, but are not limited to, acts of God, war, hostilities (whether war declared or not), invasion, act of foreign enemies, terrorism (National and International), sabotage, riot, explosion, storm, flood, disease, or other natural disaster, Governmental control, restrictions or prohibitions or any other Governmental act or omission whether National or international, and industrial disputes of any kind.

11.3 If either Party is prevented or delayed in the performance of its obligations under this Agreement by Force Majeure, that Party shall immediately or as soon as reasonably practicable, serve notice in writing upon the other Party, specifying the nature and the extent of the circumstances giving rise to the Force Majeure and shall, upon giving this notice, suffer no liability in respect of its performance of its obligations under the Agreement, such that the performance of the obligations are prevented by Force Majeure, during the continuation of the Force Majeure events and for such time after they cease is as necessary for the affected Party, using reasonable endeavours to recommence its performance of its obligations;

11.4 Any Party claiming to be prevented from the performance of any of its obligations under this Agreement by reason of Force Majeure shall take all reasonable steps as are necessary to bring the Force Majeure event to a close or find a solution by which the Agreement may be performed despite the continuance of the Force Majeure event.

12. Termination

Either Party shall be entitled to terminate the Agreement without liability by giving notice to the other at any time if: -

12.1 That Party breaches any of these Terms and Conditions, provided that the breach is capable of remedy, the Agreement shall not be terminated unless and until the Party in breach shall have failed to remedy the breach within 14 days of such notice;

12.2 That Party makes any voluntary arrangements with its Creditors (within the meaning of the Insolvency Act 1986) or (being a Company) becomes subject to an administration order, goes into liquidation (otherwise for the purpose of amalgamation or reconstruction) or (being an individual) becomes bankrupt; or any Third Party takes possession or a receiver is appointed, over any of the property or assets of the other Party;

12.3 That Party ceases, or threatens to cease, to carry on business; or

12.4 That Party is affected by a Force Majeure event as detailed in Clause 13 of this Agreement; or

12.5 If that Party reasonably apprehends that any of the events mentioned above is about to occur in relation to the other Party and notifies the other Party accordingly.

12.6 Termination of this Agreement or any part thereof shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuation in force of any provision of this Agreement which expressly or by implication is intended to come into or continue in force on or after such termination.

13. Severability

This Agreement is severable in that if any provision of this Agreement is determined to be illegal or unenforceable by any Court of competent jurisdiction, such provision shall be deemed to have been deleted without affecting the remaining provisions of this Agreement.

14. Waiver

Any delay or failure to exercise a right or remedy arising under this Agreement or by operation of law does not constitute a waiver of the right or remedy or waiver of any other right or remedy. A waiver of a breach of terms or of default under this Agreement does not constitute a waiver of any other breach or default and shall not affect any other terms contained in this Agreement. Any such waiver of a breach or default under this Agreement shall not prevent a Party from subsequently requiring compliance with the waived obligation. The rights and remedies provided by this Agreement are cumulative and (subject as otherwise provided in this Agreement) are not exclusive of any rights or remedies arising under law.

15. Contracts (Rights of Third Parties) Act 1999

Both Parties hereby acknowledge and agree to contract out of the Contracts (Rights of Third Parties) Act 1999, and that any rights arising from the said Act in respect of any Third Parties are void and shall have no application to this Agreement.

16. No Partnership / Agency

Nothing in this Agreement is intended or shall operate to create a Partnership or joint venture of any kind between the Parties, or authorise a Party to act as Agent for the other, and neither Party shall have the authority to act in the name or on behalf of or otherwise to bind the other in any way (including but not limited to the making of any warranty, representation, assumption of obligation or liability or the exercise of any right or power).

17. Variation

This Agreement shall be capable of being varied only by a written instrument signed by a duly authorised officer or representative of both Parties.

18. Interpretation

In this Agreement (except where the context requires);

Any enclosures (as amended from time to time) shall form part of this Agreement and shall be construed and shall have the same force and effect as if it was set out in the main body of this Agreement, and any reference to this Agreement includes the Enclosures;

References in this Agreement to any Clause shall be deemed to be a reference to the enclosures of this Agreement;

Use of the singular includes the plural and vice versa;

Use of gender includes other genders;

Any phrase introduced by the terms "including", "include", "in particular" or an similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms; and

Any statement qualified by a reference to a Party's state of knowledge belief or awareness shall be deemed to include an additional statement that it has been made after due and careful enquiry.

19. Law

This Agreement shall be governed and construed in accordance with the Law of England.

Each Party irrevocably agrees to submit to the exclusive jurisdiction of the Courts of England over any claim or matter arising under or in connection with this Agreement or the legal relationships established by this Agreement.

By signing the booking confirmation, I hereby state that I have read foregoing terms and have understood their nature and effect and I hereby agree to be bound by the terms herein.

* * * * *

Sound Foundation Limited
trading as
SFL & SFL Group

Unit 5, Headley Park 10, Woodley, Reading, Berks RG5 4SW

FORM B

TERMS AND CONDITIONS OF SALE

These are the Terms and Conditions for the sale of goods to you by Sound Foundation Limited. You agree and acknowledge that at all times this Form B and the terms and conditions herein shall be read in conjunction with and form part of the General Terms and Conditions of Sound Foundation Limited (Form A), of which you hereby acknowledge receipt.

For the avoidance of doubt, if there is a conflict between this Form B and the General Terms and Conditions the provisions of this Form B shall prevail.

1. Acceptance

By entering into this Agreement, you agree the following:

- 1.1 All orders are accepted and goods supplied, subject to the provisions of Form A and the following express terms and conditions, "AS IS" and on the basis they are from a bona fide company, trading entity or professional end-user.
- 1.2 You warrant that you understand that Sound Foundation Limited's products are generally unsuitable for domestic applications and you warrant that, before purchase, you have checked and are satisfied with the suitability of the good(s) intended to be used.

2. Orders

You agree that all orders are accepted at prices current at the date of despatch and that:

- 2.1 you will pay any and all charges for carriage;
- 2.2 you will mark all Orders sent in confirmation of telephoned instructions with the word "CONFIRMATION". Sound Foundation Limited shall not accept responsibility for your failure to do this resulting in any duplication of despatch.
- 2.3 in the event of any duplication of dispatch, orders may be accepted back for credit, provided all product packing remains unopened and goods are received by us in 'as new' condition and;
- 2.4 if in the event that duplication of dispatch occurs pursuant to sub-clause 2.3 above, you agree that all returns will be subject to a standard returned goods handling charge of 20% (or £10.00, whichever is the greater).
- 2.5 you agree that we may levy a higher handling charge if the returned product packaging is opened or damaged.

3. Extra Costs

Further to the provisions of clause 9 of Form A, you agree that in the event of any variation or suspension of orders through your instructions, or lack of instructions to us, we may increase the price of goods to cover any extra expenses incurred by us.

4. Cancellations

Notwithstanding the provisions of Clause 7 of Form A, you acknowledge and agree the following shall apply to the provision of goods under this Form B:

- 4.1 Any cancellation of an order may be accepted or refused at our discretion
- 4.2 Any such acceptance shall be subject to payment by you of a cancellation charge representing our loss of profit on the transaction and any administrative costs involved, you further agree that it is reasonable for us to charge such a cancellation fee.
- 4.3 Any waiver of the cancellation charge is at our discretion only.

5. Despatch Dates

- 5.1 You agree that time is not of the essence and further acknowledge that any times quoted for despatch are to be treated as estimates only.
- 5.2 We will use our best endeavours to meet these estimated times for despatch, however you agree that we shall not be liable for failure to despatch within the time quoted.

6. Risk

You agree that risk in the goods passes to you at the time of dispatch

7. Terms of Payment

Further and in addition to Clause 6 of Form A you agree that:

- 7.1 all invoices shall be payable immediately (or by return) following the date stated on the invoice subject always to the provisions of Clause 6.5 of Form A
- 7.2 no goods will be dispatched until payment received by us, unless you operate a credit account with us
- 7.3 if shipments are made in instalments, each instalment shall be separately invoiced and paid for when due, without regard to other shipments
- 7.4 when a your account exceeds our payment terms, we may charge interest on the outstanding balance at the rate pursuant to clause 6.7 of Form A.
- 7.5 we may our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed terms.
- 7.6 an administration fee of £15 will be added to each invoice raised for interest charged due to late payment and you agree that it is reasonable for us to charge this.

8. Ownership

The property in goods supplied by us shall not pass to you until the agreed price has been paid in full. You hereby agree that Acceptance of goods is deemed to be an acceptance of this clause.

9. Warranties

- 9.1 All products supplied by Sound Foundation Limited carry a 12 month guarantee against faulty parts or workmanship, save as to second hand goods which carry a warranty of 3 months only.
- 9.2 We will use our best endeavours to secure all benefits available in substitution for and to the exclusion of any claim or remedy which might otherwise be available to you.
- 9.3 We reserve the right to make repair, replacement, or give credit to value of purchase price, at our option.
- 9.4 Notwithstanding the generality of the above, in the case of defect or faulty workmanship in products supplied by us you agree that:
 - 9.4.1 your remedy against us shall be limited to that available to and received by us under any guarantee or warranty given to us by the manufacturer or suppliers thereof
 - 9.4.2 all items which are the subject of a warranty claim must be returned freight prepaid by you to our Reading offices, with details of the invoice covering the purchase and a description of the problem.

10. Acceptance of goods

- 10.1 You agree that:
 - 10.1.1 you must inform us, in writing, within 48 hours of delivery of goods of any discrepancy or damage.
 - 10.1.2 should you fail to notify us within 48 hours of delivery, thereafter we will not be liable for such discrepancy or damage and reserve the right not to rectify any discrepancy or damage
- 10.2 In the event of the goods suffering damage in transit, you agree to:
 - 10.2.1 you will notify us as soon as practicable
 - 10.2.2 make a claim against the Carrier within 48 hours of receipt. Please note that should this event occur, you will need to retain all packing and contents for inspection.
- 10.3 If the goods are not received by you within six days of the date of invoice, you agree that you shall notify us and the carrier of the problem.

11. Return of Goods

- 11.1 You agree that: -
 - 11.1.1 all goods correctly supplied in accordance with your instructions should not be returned without our written consent and that you will supply detailed reasons for the return of the goods
 - 11.1.2 any return of the goods is entirely at our discretion and, save as to any statutory rights you may have, you further agree that you have no automatic right to return the goods
 - 11.1.3 upon returning goods for whatever reason, you will pay our returned goods handling charge of 20% (or £10.00, whichever is the greater) and you further agree that it is reasonable for us so to do.
 - 11.1.4 Notwithstanding the generality of the above, clause 11.2 is subject at all times to the provisions of clause 2 above.
 - 11.1.5 in the event that you allege that the goods supplied are not in conformance with the published specification, any credit (or replacement) will not be issued until the defects complained of have been admitted by the manufacturer.
- 11.2 You further agree that all goods ordered to your specification (i.e. custom goods) cannot be refunded.

12. Risk

- 12.1 The risk in the goods passes to you upon collection of the goods from us.
- 12.2 Notwithstanding the generality of the above clause 12.1, if in the event that we deliver the goods by courier to you, the risk in the goods will remain with us until delivery, save that in such an event, you agree to pay a premium for any excess insurance to cover the cost of the goods in transit.

13. Specifications of Products

- 13.1 We will use our best endeavours to provide correct specifications in relation to all goods at the time of going to press.
- 13.2 Notwithstanding the generality of the foregoing clause 12.1, you acknowledge that all products and product ranges are subject to manufacturer's policies of "continuous improvement", and further you agree that it is reasonable for us to alter such specification without notice.

14. Statutory Rights

These conditions do not reduce or diminish any statutory rights or duties under the Sale of Goods Act (1979) and Supply of Goods and Services Act (1982) or Common Law rights of either party.

* * * * *

Sound Foundation Limited

trading as

SFL & SFL Group

Unit 5, Headley Park 10, Woodley, Reading, Berks RG5 4SW

FORM C**TERMS AND CONDITIONS FOR ENGINEERED HIRE**

These are the Standard Terms and Conditions of Business for Sound Foundation Limited for the provision of an Engineered Hire. You agree and acknowledge, in booking Sound Foundation Limited to provide an Engineered Hire, that at all times this Form C and the terms and conditions herein shall be read in conjunction with and form part of the General Terms and Conditions of Sound Foundation Limited (Form A), of which you hereby acknowledge receipt.

For the avoidance of doubt, if there is a conflict between this Form C and the General Terms and Conditions (Form A) the provisions of this Form C shall prevail.

1. Definitions

In this Agreement:

"Agreement"	means the obligations and duties contained herein and Form A annexed hereto;
"Charges"	means those pursuant to the Booking Confirmation Form annexed to the General Terms and Conditions ("Form A");
"Equipment"	means any item owned by us and shall include all accessories, cases and packing.

2. Duration of Agreement

This Agreement shall last from receipt by us of the Booking Confirmation Form until the completion of the agreed service(s)

3. Our Obligations

We shall, upon payment of the Deposit (if any), pursuant to Clause 6 of Form A, and receipt of a signed copy of the Booking Confirmation Form, undertake to use our best endeavours to perform the following: -

- 3.1 to provide an engineered hire for your event/function as per our Booking Confirmation Form
- 3.2 to provide all equipment and crew and to assemble and dismantle the same, using our best endeavours to cause as little disturbance as possible
- 3.3 to provide, if requested, all relevant safety instructions within 1 week of the date of the event

4. Your Obligations

Further and in addition to the provisions of Clause 5 of Form A, you acknowledge and agree to:

- 4.1.1 to furnish us with all necessary information, to include, but not limited to, confidential information, that we may reasonably require for the administration and/or safety of our employees, agents or sub-contractors, and fulfilment of or obligations under this Agreement, your agreement to the supply of such information shall not be unreasonably withheld.
- 4.1.2 will pay all reasonably incurred charges in full and VAT or any similar tax (if applicable) as and when they become payable in accordance with Clause 6 of Form A
- 4.1.3 will acquaint yourself, any relevant persons and other parties, fully with all safety information provided by us to you.
- 4.1.4 will ensure that we have free and unrestricted access to the area where the system is to be set up and further, free and unrestricted access to and from the car park up to such area
- 4.1.5 provide free, convenient and accessible parking close to the event/function venue
- 4.1.6 when necessary, provide further load-off and load-in crew to assist us, you further agree that at all times the cost of such extra manpower will be borne by you
- 4.1.7 will ensure an adequate and safe electricity supply, sufficient and conveniently located power sockets to enable us to perform the agreed service

5. Payment

Payment shall be made pursuant to the terms of Clause 6 of Form A, save as to the following:

- 5.1 Should you agree to make payment on or before the day of the event/function, we will deduct 5% of the final invoice price in respect of prompt payment. However, we reserve the right to discontinue this offer at anytime, upon reasonable notice.
- 5.2 If you have arranged a trade/credit account with us for payment to be made within 30 days of invoice, and the invoice total does not exceed such terms, then should you wish to make payment within 14 days, we will deduct 5% of the final invoice price. Save always that you accept that this clause 5.2 shall not apply should you, at anytime, owe any sum to us relating to a previous invoice.

6. Overruns

You hereby agree that if the duration of an event runs over the stated finish time by more than 30 minutes, you shall, at our discretion, pay to us a surcharge that will not exceed 10% of the event/function price for our continued service, per each extra hour or any part thereof, over and above this time;

7. Limitations

Further to the provisions of Clause 8 of Form A, you further agree that time is not of the essence unless clearly agreed, in writing, between us upon the Booking Confirmation Form. Should you fail to agree this in writing with us, we will not accept liability for any loss suffered by you as a consequence thereof

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Sound Foundation Limited
trading as
SFL & SFL Group

Unit 5, Headley Park 10, Woodley, Reading, Berks RG5 4SW

FORM D**TERMS AND CONDITIONS OF HIRE**

These are the Standard Terms and Conditions of Business for Sound Foundation Limited for the hire of equipment from us to you. You agree and acknowledge, in hiring any equipment from us, that at all times this Form D and the terms and conditions herein shall be read in conjunction with and form part of the General Terms and Conditions of Sound Foundation Limited (Form A), of which you hereby acknowledge receipt.

For the avoidance of doubt, if there is a conflict between this Form D and the General Terms and Conditions (Form A) the provisions of this Form D shall prevail.

1. Definitions

In this Agreement:

"Agreement"	means the obligations and duties contained herein and Form A annexed hereto;
"Charges"	means those pursuant to the Booking Confirmation Form annexed to the General Terms and Conditions ("Form A");
"Equipment"	means any item owned by us and hired to you under this agreement, to include but not limited to, all accessories, cases and packing.
"Security Deposit"	means the payment of a sum, against any loss or damage to the equipment.

2. Duration of Agreement

This Agreement shall last from receipt by us of the Booking Confirmation Form until the completion of the agreed service(s), save that in respect of the Yamaha PM5D and M7CSL consoles, the duration of the Hire Period shall not exceed 90 days.

3. Our Obligations

- 3.4 Further to the provisions of Clause 4 of Form A and upon payment of the Security Deposit, pursuant to Clause 6 herein, and receipt of a signed copy of the Booking Confirmation Form, we shall, undertake to provide you with the equipment you request.
- 3.5 to provide all customer safety instructions (if applicable)
- 3.6 Notwithstanding the generality of the above, clause 3.1 is, at all times subject to the provisions of Clause 6 herein

4. Your Obligations

- 4.1 Further and in addition to the provisions of Clause 5 of Form A, you acknowledge and agree:
- 4.1.8 to furnish us with all necessary information, to include, but not limited to, confidential information, that we may reasonably require for the fulfilment of or obligations under this Agreement
- 4.1.9 to pay all reasonably incurred charges, including Security deposit, immediately in full plus VAT or any similar tax (if applicable) as and when they become payable in accordance with Clause 6 of Form A and Clause 6 herein
- 4.1.10 to acquaint yourself, fully, with all safety information provided by us to you.
- 4.1.11 If in the event that we facilitate delivery of the equipment, and when requested before or at the event venue, to provide suitable persons at your own risk to assist us as load-off and load-in crew, and you further agree that at all times the cost of such extra manpower will be borne by you

5. Charges

- 5.1 All Charges commence at the time the equipment leaves our premises or such place as agreed between us and you, and terminate at the end of the period of hire, or whenever the Equipment is returned to our order, whichever is the latter.
- 5.2 We reserve the right to charge a cancellation fee for any booking cancelled pursuant to Clause 7 of Form A
- 5.3 Notwithstanding the generality of Clause 6.6 of Form A, we reserve the right to amend, without notice, the price of equipment hired in line with market rates for such service and you agree that it is reasonable for us to do so

6. Payment

Payment shall be made in accordance with Clause 6 of Form A save as to the following:

- 6.1 You agree to the payment of the Security Deposit (if due). Such sum shall be payable prior to the hire of any equipment and shall held by us and set off against any loss or damage to the equipment or cancellation of the hire booking by you
- 6.2 You agree to pay the total sum as stated plus VAT immediately upon receipt of the equipment by you save always to the provisions of clause 6.5 of Form A
- 6.3 Any cancellation fee shall be deducted from the Security Deposit pursuant to Clause 6.1 herein
- 6.4 You herewith agree that all additional charges under any of the terms herein, including loss, damage, theft, and additional hire charges, will be charged and due immediately.
- 6.5 In the event that you return the equipment late, you agree to indemnify us against all losses, expenses, damages and costs arising out of your failure to return,
- 6.6 Further to Clause 6.4 and 6.5 above, where payment of the hire was on Credit/Debit card, these monies (or part thereof) may be charged to that card, and you hereby agree that it is reasonable for us to do so.
- 6.7 Should you agree to make payment on or before the day of the event/function, we will deduct 5% of the final invoice price in respect of prompt payment. However, we reserve the right to discontinue this offer at anytime, upon reasonable notice.
- 6.8 If you have arranged a trade/credit account with us for payment to be made within 30 days of invoice, and the invoice total does not exceed such terms, then should you wish to make payment within 14 days, we will deduct 5% of the final invoice price. Save always that you accept that this clause 6.8 shall not apply should you, at anytime, owe any sum to us relating to a previous invoice.

7. Ownership

You hereby acknowledge and agree that:

- 7.1. at all material times, the Equipment remains the property of Sound Foundation Limited.
- 7.2. you shall keep the equipment free from lien, distress, execution or other legal process and refrain from prejudicing our rights in the Equipment.
- 7.3. in the event that the Equipment is lost, stolen, detained upon or you are dispossessed of the Equipment in any way, you hereby agree to provide all reasonable assistance and co-operation to Sound Foundation Limited to enable the re-possession of the equipment

8. Risk

You hereby agree that:

- 8.1 you bear the responsibility of informing us immediately of any fault or need for repair during the hire, we will not accept any liability for loss or damage due to your failure to bring such faults to our attention.
- 8.2 all risk for damage to the Equipment lies with you from the moment that the Equipment is in your control or from the time the Equipment leaves our premises, or agents care, whichever is the sooner.
- 8.3 you will bear such risk in the Equipment until it is returned to our order. The Customer shall take good and proper care of the Equipment and ensure its use in a skilful manner by persons with the knowledge and experience to operate it. It is the Customers responsibility to check that the Equipment satisfies their requirements on receipt.
- 8.4 Notwithstanding the provisions of the above clause 8.1, in the event that we are found liable for any loss or damage suffered in respect of any faulty Equipment, you hereby agree that our liability will be limited to the provisions of Clause 8 of Form A

9. Indemnity

In addition to the provisions of Clause 9 of Form A, you further agree that you:

- 9.1 will compensate us at current replacement cost for all damages, missing items or deterioration through maltreatment of the Equipment or attempted maintenance of the Equipment by you, or for any failure or delay in return to us of the Equipment in accordance with our instruction or agreement, or for any consequential loss of hire, or for any variation or cancellation of an order for the supply of Equipment or services by us, whether verbal or written.
- 9.2 or your estate, will hold us our employees or agents fully indemnified against any loss, damage, injury, death or expense caused directly or indirectly to you or any third party by the Equipment or the use thereof or by any failure, lack of repair, faulty installation or other defect of the equipment from whatever cause

10. Warranties

- 10.1 All Equipment leaves the Sound Foundation Limited's premises in operational working order.
- 10.2 We give no warranty or guarantee concerning the Equipment, its condition and/or the extent of its functions or purpose for which required, save as to its ability to perform in the manner for which it was designed at the moment of departure from our premises.
- 10.3 We warrant that each item of equipment is checked and supplied in accordance with manufacturers published specifications and when in normal and prescribed applications and within the parameters set for electrical performance will not cause danger or hazard to health or safety as long as normal engineering and safety practices are observed
- 10.4 Notwithstanding the generality of the forgoing Clause 10.3 you hereby agree and accept responsibility that all your employees, agents or third parties using the Equipment have been provided with all safety information, of which you acknowledge receipt, and training in the proper use of the Equipment.

11. Liability

Further and in addition to the provisions of Clause 8 of Form A, you hereby agree that:

- 11.1 at our discretion, our liability for mechanical and/or electrical breakdown of the Equipment due to natural causes or reasonable wear and tear, if not remedied or replaced by us, shall be limited to the appropriate hire cost for that piece of Equipment.
- 11.2 time is not of the essence unless clearly agreed, in writing, between us upon the Booking Confirmation Form. Should you fail to agree this in writing with us, we will not accept liability for any loss suffered by you as a consequence thereof.

12. Replacement of Equipment

If the Equipment suffers mechanical and/or electrical breakdown due to natural causes you will:

- 12.1 as soon as reasonably practical notify us of the mechanical and/or electrical breakdown and the circumstances of use at the time of breakdown.
- 12.2 not attempt to fix the equipment or allow others to do so
- 12.3 if necessary arrange with us a time for the collection of the equipment save that at all times you further agree to pay all additional delivery and collection charges incurred in replacing the equipment.

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