

Complete this form and return to townclerk@northstowetowncouncil.gov.uk every time you borrow equipment

The equipment listed below will be loaned from Northstowe Town Council.

ORGANISATION NAME & ADDRESS	
CONTACT NAME:	
CONTACT PHONE:	
CONTACT EMAIL:	

LOAN EQUIPMENT DETAILS

ITEMS	NUMBER HIRED	Any further DETAILS
Tables, 4ft, white, plastic, foldable		
Chairs, white, plastic, foldable		
Litter pickers (Streetmaster pro 33)		
Litter pickers (Streetmaster pro, extra long)		
Hoops (for litter picking)		
Other, specify		

LOAN PERIOD DETAILS

EVENT DETAILS	
LOAN PERIOD (DATES FROM – TO)	
DATE AND TIME TO BE SIGNED OUT/PICKED UP	

Loaned by and on behalf of Northstowe Town Council:

Name / Signature of Officer:	
Date:	

On signing this Equipment Loan Agreement, I declare that I;

- I agree to abide by the Terms & Conditions;
- I understand how to use the equipment safely and effectively;
- I have got sufficient public liability insurance in place for the event at which the Town Council's equipment is used;
- I will take on the responsibility for carrying out Risk Assessment to include the safe use of the equipment, and instruct all relevant people accordingly.

Client's Name	
Signature	
Date:	

TERMS & CONDITIONS OF EQUIPMENT LOAN AGREEMENT

1. MEANINGS

- “Client” means the party with whom Northstowe Town Council enters into the “Agreement”.
- “Agreement” means the agreement made between Northstowe Town Council and the client included in this Equipment Loan Agreement document.
- “Equipment” means the object or objects that are being loaned.
- “Loan Period” means the date dispatched/collected from Northstowe Town Council until the date returned/delivered to Northstowe Town Council.

2. GENERAL

- 2.1 The equipment is loaned free of charge.
- 2.2 Borrowers are expected to check equipment before using it.
- 2.3 Equipment will be used only for its intended purpose.

3. TRANSPORT

- 3.1 All transport costs (delivery and return), including transport insurance, shall be covered by the Client unless specified otherwise in this agreement.
- 3.2 The Client will be responsible for the equipment and is responsible for loss and damage to the equipment whilst in transport as well as during the loan period.

4. RETURN OF EQUIPMENT

- 4.1 It is the borrower’s responsibility to return the loaned items by the date agreed, in their original condition, clean and with the original equipment instructions (where relevant).

5. LOAN EXTENSION

- 5.1 Should the client wish to extend the period of the loan of the equipment from Northstowe Town Council then a request needs to be made, before loan expiry, to the Town Clerk at townclerk@northstowetowncouncil.gov.uk.
- 5.2 The Clerk’s decision whether or not an extension can be granted will be final.

6. ALTERATIONS TO THE EQUIPMENT

- 6.1 Equipment should not be altered in any way without prior written agreement from Northstowe Town Council.
- 6.2 The client may be liable for the full replacement cost(s) of the equipment without this written permission.

7. LOSS OR DAMAGE TO THE EQUIPMENT

- 7.1 The client is responsible for any cost(s) as a result of loss or damage to the equipment during the whole loan period. These costs shall not exceed the Unit Cost(s) of the equipment.
- 7.2 Borrowers are expected to check all equipment before returning.
- 7.3 Borrowers are expected to notify the lender of any theft, loss or damage as soon as possible to reduce the risk of disruption to other borrowers.

8. HEALTH & SAFETY

- 8.1 The client is responsible for ensuring that it has sufficient public liability insurance in place for the event at which the Town Council’s equipment is to be used.
- 8.2 The client is responsible for carrying out risk assessments and which is to include the safe use of the town Council’s equipment.
- 8.3 The Town Council can request to see copies of your Public Liability Insurance and Risk Assessment at any time.
- 8.4 We advise that all operators of the equipment are trained on the use for which they are responsible for.
- 8.5 If you would like any advice on the safe use of the equipment please contact the Town Clerk on townclerk@northstowetowncouncil.gov.uk or 07724588949.