



Princes Risborough Town Council

EQUIPMENT LOAN AGREEMENT

The equipment listed below will be loaned from Princes Risborough Town Council on the understanding that the client agrees with the Terms & Conditions as outlined in this agreement.

Decisions made by the Council on applications for equipment hire are solely a matter for and at the discretion of the Council.

The Town Council reserves the right to decline any application

CONTACT NAME:

ORGANISATION ADDRESS:

PHONE:

EMAIL:

LOAN EQUIPMENT DETAILS

ITEMS	NUMBER HIRED	DETAILS	Collected Signed by hirer	Returned Signed by PRTC
Gazebo & Accessories				
Tables				
Chairs				
Other				

LOAN PERIOD DETAILS

DATE FROM	
DATE TO	
DATE AND TIME SIGNED OUT	

If you would like any further advice on the safe use of the equipment please contact the Town Council office.

Loaned by and on behalf of Princes Risborough Town Council

Name/Signature of Officer:

Date:

On signing this Equipment Loan Agreement, I understand and agree to abide by the Terms & Conditions.

Client's Name **Signature**.....

Date:

TERMS & CONDITIONS OF EQUIPMENT LOAN AGREEMENT

1. THE FOLLOWING EXPRESSIONS SHALL HAVE THE FOLLOWING MEANINGS:

- “Client” shall mean the party with whom Princes Risborough Town Council enters into the “Agreement”
- The “agreement” shall mean the agreement made between Princes Risborough Town Council and the client included in this Equipment Loan Agreement document
- The “equipment” shall mean the object or objects that are being loaned
- The “whole loan period” shall mean the date dispatched/collected from Princes Risborough Town Council until the date returned/delivered to Princes Risborough Town Council

2. TRANSPORT

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

3. LOAN PERIOD

The period of Loan shall commence and cease on the dates specified in Loan Period Details. The client will be responsible for the equipment from the date of despatch until it is returned.

4. RETURN OF EQUIPMENT

The equipment shall be returned to Princes Risborough Town Council on the date specified in Loan Period Details.

Prior to return, the equipment must be:

1. Cleaned thoroughly according to the instructions provided
2. Returned with the original equipment instructions if any.

5. FAILURE TO RETURN

If the client does not return the equipment to Princes Risborough Town Council within 24 hours of the specified 'Date To' in the Loan Period Details and has not requested an extension of the loan period as defined in section 6, **THIS AGREEMENT SHALL CONSTITUTE A BINDING ORDER TO HIRE THE EQUIPMENT AT THE STIPULATED UNIT COST OF £5 PER ITEM FOR EACH FULL DAY THAT THE EQUIPMENT IS NOT RETURNED.** The Client shall accept and pay any invoice issued by Princes Risborough Town Council reflecting such hire without the necessity of further documentation being exchanged between the parties.

6. LOAN EXTENSION

Should the client wish to extend the period of the loan of the equipment from Princes Risborough Town Council then such extension may incur extra costs. This must be done before the specified 'Date to' in the Loan Period Details. N.B. It may not always be possible to extend the loan.

7. ALTERATIONS TO THE EQUIPMENT

The equipment should not be altered in any way without prior written agreement from Princes Risborough Town Council; the client may be liable for the full replacement cost(s) of the equipment without this written permission. **UNAUTHORISED ALTERATION OF THE EQUIPMENT IS STRICTLY PROHIBITED.**

8. LOSS OR DAMAGE TO THE EQUIPMENT

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.

9. HEALTH & SAFETY

We strongly advise that all operators of the equipment are trained on the use for which they are responsible for. **ON SIGNING THIS AGREEMENT, YOU AGREE TO TAKE ON THE RESPONSIBILITY FOR CARRYING OUT THE RELEVANT RISK ASSESSMENT(S) AND FOR THE SAFE USE OF THE EQUIPMENT.**

Reviewed and adopted by the Princes Risborough Town Council at its meeting on the 31st October 2023

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