

# Penistone Community Equipment Bank Hiring Agreement



**ROUNDTABLE**  
PENISTONE 1094

Enquiry/Booking Line: 01226 370088 /admin@penistonetowncouncil.gov.uk

Hire No: .....

Date of Hire: On/From ..... To.....

Responsible Person – Name: .....

Group/Organisation: .....

Address: .....

Telephone: ..... Email: .....

As the Responsible Person(s) on behalf of the above group or organisation I/We agree to abide by all conditions of use relating to the items on loan from the Equipment Bank.

### Read and tick each box to confirm

- All hirers are aged 18 or over
- I/We will not loan any of this equipment to any other person/organisation
- I/We agree to use the equipment for the purpose it was intended and to abide by all the advice and guidance notes and carry out all pre-use checks prior to using the equipment
- I/We fully understand that Penistone Round Table, Penistone Town Council or any other agency associated with the hiring out of this equipment are not and will not be responsible for my/our use of the equipment.
- I/We agree to acquire any public liability insurance cover necessary and fully understand that **NO public liability cover is in place** from the hirer to cover my/our use of the equipment.
- I/We agree, that if any fault or concern is shown for any piece of equipment, then it will be withdrawn from use immediately and the organisers will be informed upon its return
- I/We agree to secure the items on hire at all times whilst in my/our possession
- I/We agree that I am/we are fully responsible for this equipment whilst it is on loan and Penistone Round Table reserves the right to reclaim the full value of the equipment from me/us as a result of my/our misuse, damage or loss of the equipment on loan
- I/We agree to return the equipment at the agreed time
- As representative of the user organisation, I/We agree to pay all hire charges promptly

Signed by the hirer to fully accept the above.....

This form should be signed by the responsible person agreeing to the above conditions and handed in when the equipment is collected.

The hirers reserve the right to decline any hire.

Please make all necessary arrangements for the return of the equipment at the time of hiring or taking the equipment.