

Thame Town Council

Equipment Hire Agreement Policy

1. Aim of the Policy

Thame Town Council aims to ensure the equipment hired out is maintained to the highest standard for use.

Certain items of equipment will only be hired out to local community groups/not for profit organisations and who may be eligible for free hire.

Community groups will be directed to [Thame Equipment Bank](#) for event equipment requirements

2. Equipment Available on Hire

Thame Town Council has the following items available for hire:-

- Speed Indicator Device (Bushnell Radar Gun) (NB. Online training is required before hiring of this device.)
- Heat Monitoring equipment (Only approved users from Green Living Co-Ordinator)
- Chairs (80)
- Tables (24)
- Measuring Wheel
- Portable Sound System (indoor use only)
- Gazebos
- Urn
- Mobile Projector
- Display Boards
- Road Closure equipment – (Subject to proof of road closure application has been approved by the relevant authority and approved by the Community Services Manager/Operations Manager)

3. Requests for Hiring Equipment

An 'Equipment Hire Agreement Form' must be completed and signed by the hirer to ensure the hirer agrees to any damages which may occur to the Town Council's equipment during the hire period. The form must be signed off by a TTC Officer to complete the agreement.

4. Hire Fees & Deposits

Hire fees are outlined within the 'Equipment Hire Agreement Form'

5. Exceptions

The Town Clerk has the discretion to make exceptions to this policy based on the nature of the requests received from external third parties. The hirer will still be required to complete and sign an 'Equipment Hire Agreement Form' to ensure the hirer agrees to pay for any damages which may occur to the Town Council's equipment during the hire period.

Terms & Conditions of Equipment Hire

1. The following expressions shall have the following meanings: -

- 'Customer' shall mean the party with whom Thame Town Council enters into the 'Agreement'.
- The 'agreement' shall mean the agreement made between Thame Town Council and the customer included in the Equipment Hire Agreement policy.
- The 'equipment' shall mean the object/s that are being hired.
- The 'hire period' shall mean the date collected from Thame Town Council until the date returned to Thame Town Council.

2. Transportation

All transport costs (collection and return) shall be paid by the Customer unless specified otherwise in this agreement. (Equipment is insured when in use by TVP). The Customer is responsible for loss and damage to the equipment whilst in transport as well as during the hire period when not in use.

3. Hire Period

The period of hire shall commence and cease on the dates specified in Hire Period Details. The customer will be responsible for the equipment from the date of collection until it is returned to Thame Town Council.

4. Return of Equipment

The equipment shall be returned to Thame Town Council on the date specified in the Hire Period Details.

Prior to return, the equipment must be:-

- i. Clean and in working order.
- ii. Returned with any equipment instructions provided at the start of the hire period.

5. Failure to Return

If the Customer does not return the equipment to Thame Town Council within 24 hours of the specified 'Date to' in the Hire Period Details and has not provided an explanation or requested an extension of the hire period as defined in section 6, this agreement shall create a fine payable of £100 per day, for as long as the equipment is not in possession of Thame Town Council. The Customer shall accept and pay any invoice issued by Thame Town Council for such hire without the need of further documentation being exchanged between the parties.

6. Hire Extension

If the Customer wishes to extend the equipment hire period from Thame Town Council then the Customer must contact Thame Town Council to discuss Hire Extensions before the specified 'Date to' in the Hire Period Details. It should be noted that it may not always be possible to extend the period of hire.

7. Alterations to the Equipment

The Customer may be liable for the full replacement cost(s) of the Equipment if it is altered in any way without the Town Council's permission.

8. Loss or Damage to the Equipment

The Customer is responsible for any cost(s) as a result of loss or damage to the Equipment during the hire period. These costs will cover the replacement Unit Cost(s) of the Equipment.

9. Health & Safety

Thame Town Council strongly advises that all operators of hired equipment are trained for which they are responsible for hiring. On signing this agreement, the hirer agrees to take on the responsibility for carrying out relevant Risk Assessment(s) for the safe use of the Equipment.

APPENDIX A

EQUIPMENT HIRE AGREEMENT FORM

The equipment listed below can be hired from Thame Town Council on the understanding that the Customer agrees with the **Terms & Conditions** set out in this Policy and by signing this agreement.

CUSTOMER NAME:

ORGANISATION ADDRESS:

PHONE:

EMAIL:

Hire Equipment Details

ITEM	No. HIRED	DETAILS	Max Hire 6 Months

Hire Period Details

Date from	
Date to	
Date & time signed out	
Date & time returned	

On signing this Equipment Hire Agreement, I understand and agree to abide by the Terms & Conditions, and I have received training on how to use the equipment safely and effectively.

Name..... Signature.....

Date.....

Name/Signature of TTC Officer..... Date.....