

Thame Equipment Bank Hiring Agreement



By ticking the agreement box on the online booking form you agree to the following :

You, as the responsible person representing the group or organisation hiring the equipment, agree to abide by all conditions of use below and have read the equipment notes below.

You will bring Proof of I.D. when collecting the equipment.

Conditions of hire

- You are 18 or over
- You will not loan any of this equipment to any other person / organisation
- You 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
- You fully understand that Thame Community Equipment Bank, Thame Town Council, 21st Century Thame or any other agency associated with the hiring out of this equipment are not and will not be responsible for your use of the equipment
- You 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 your use of the equipment
- You agree that if any fault or concern is shown for any piece of equipment then it will be withdrawn from use immediately and the equipment bank volunteers will be informed upon its return
- You agree to secure all aspects relating to the equipment containers
- You agree to secure the items on hire at all times whilst in your possession
- You agree that you are fully responsible for this equipment whilst it is on loan and Thame Equipment Bank reserves the right to reclaim the full value of the equipment from you as a result of your misuse, damage or loss of the equipment on loan
- You agree to return the equipment, all necessary paperwork and keys on time
- As representative of the user organisation you agree to pay all hire charges promptly
- You agree to a charge of minimum £20 to cover delivery /admin charges to replace lost or damaged equipment

WE PREFER PAYMENT FOR HIRE BY BANK TRANSFER

If you cannot provide a cheque for the security deposit please transfer the full amount of the hire along with the security deposit amount and provide your bank details to us for the return of your deposit after your equipment has been returned.

Bank details:

Bank : Lloyds Bank
Account Name: 21st Century Thame Ltd
Sort code: 30 98 56
Account Number 21715768
Ref : TEB {your name or organisation}

SECURITY DEPOSIT RETURN BY BANK TRANSFER

Please ensure that you provide your bank details for the return of the security deposit (bank name, account name, sort code and account number)

**NOW PLEASE READ THE
EQUIPMENT NOTES
BELOW THAT ARE
PERTINENT TO YOUR
BOOKING**

EQUIPMENT NOTES

Marquees

When collecting a marquee please ensure you take :

- 12 A poles
- 15 B poles
- 12 C poles (all C poles should already have feet on them)
- 1 bin full of joints (in the bin should also be a bunch of bungees and possibly some guy pins though these are not necessary and we don't promise any of them)
- 1 canopy canvas
- 2 end panels
- 10 side panels
- Leg weights – 4 or 6 per marquee unless you are expecting really strong winds
- A document showing the construction of the marquee

Canvasses must be returned clean and completely dry.
Each bin must contain the joints and bungees for 1 marquee

Extinguishers

We must be told if any of these are used.

Orange fencing

Each roll should be 50m long. Please do not cut.
These must be returned dry and rolled up tight and tied.

Festoon lighting

These are hired out in boxes of 10 sets which string together. Each set is 5m long. Please remember to take a power supply and ensure you use the breaker supplied.

There are 2 models of festoon lighting – signified by purple or white boxes. The power supply for the white boxes has a white marking on the power supply. The power supplies are not interchangeable.

Generators

Each generator has an earth spike and a plastic zipper bag. The plastic zipper should have a key in it specific to the generator.

Ensure you use the breakers supplied in the bags and do not plug your equipment straight into the generator. Please do not plug the breaker directly into your household sockets.

Tables

The tables are 75cm wide and 180cm long (6ft = 182cm). They fold in the middle and most will have the handle to help with carrying.

Chairs

When collecting chairs please check each one for rubbers on all 4 feet and that there are no cracks in the seat or back rest.

Outdoor feather flags

The structure of the flags comes in 3 parts : base, adapter, pole – each flag needs all 3.

There are 22 sets..

There are also 22 ready made flags numbered 1 to 22 with the word 'Venue'.

