



## INTRODUCTION

The Town Council aims to ensure its equipment is maintained to the highest standard for use by customers.

To ensure the equipment is maintained accordingly so that it can be lent out externally to third party organisations who are local community groups/not for profit organisations.

Any Town Council asset that is under £500 will be removed from the Asset Register.

## ASSETS AVAILABLE TO BORROW:

The items the Town Council have available to borrow, are listed below:

- Gazebo
- Microphones

## REQUESTS FOR LOANING ASSET

An "Equipment Loan Agreement Form" (appendix A) must be completed and signed by the borrower, this will ensure that the borrower agrees to pay for any damages which may occur to the Town Council's assets during the loan period.

## OTHER EXCEPTIONS

The Town Clerk has the discretion to make exceptions to this policy based upon the nature of requests received from external third parties. The borrower will be required to complete and sign an "Asset Loan Agreement" whereby the borrower agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.



# Appendix A

## ASSET LOAN AGREEMENT

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

CONTACT NAME:		ORGANISATION ADDRESS:	
PHONE:		EMAIL:	
ASSETS ON LOAN DETAILS			
LOAN PERIOD DETAILS:			
DATE FROM		DATE TO	
DATE AND TIME SIGNED OUT			
DATE AND TIME CHECKED BY STAFF			
SIGNED BY CLIENT AS RECEIVED IN GOOD ORDER			
DATE AND TIME SIGNED IN			
SIGNED BY OFFICER AS RECEIVED BACK IN GOOD ORDER			
On signing this Asset Loan Agreement, I understand and agree to abide by the Terms & Conditions.			
Client's Name ..... Signature.....			
Date: .....			



## TERMS & CONDITIONS OF ASSET LOAN AGREEMENT

### 1. THE FOLLOWING EXPRESSIONS SHALL HAVE THE FOLLOWING MEANINGS:

- “Client” shall mean the party with whom Andover Town Council enters into the “Agreement”
- The “agreement” shall mean the agreement made between Andover Town Council and the client included in this Asset Loan Agreement document.
- The “Asset” shall mean the object or objects that are being loaned
- The “whole loan period” shall mean the date dispatched/collected from Andover Town Council until the date returned/delivered to Andover 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 asset from the date of despatch until it is returned to Andover Town Council.

### 4. RETURN OF ASSET

The asset shall be returned to Andover 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



## 5. FAILURE TO RETURN

If the client does not return the asset to Andover 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, **they shall be considered in breach of this agreement and will be charged £5 for each full day that the equipment is not returned.**

The Client shall accept and pay any invoice issued by Andover Town Council reflecting such loan 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 asset from Andover Town Council then they should contact the xxxxxxxx to discuss a loan extension; 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 asset should not be altered in any way without prior written agreement from Andover Town Council; the client may be liable for the full replacement cost(s) of the equipment without this written

permission.

**UNAUTHORISED ALTERATION OF THE ASSET IS STRICTLY PROHIBITED.**

## 8. LOSS OR DAMAGE TO THE ASSET

The client is responsible for any cost(s) because of loss or damage to the equipment during the whole loan period. These costs shall not exceed the Unit Cost(s) of the asset.

## 9. HEALTH & SAFETY

We strongly advise that all operators of the asset 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 ASSET.**

If you would like any further advice on the safe use of the asset, please call our xxxxxxxx

Loaned by and on behalf of Andover Town Council:

Name/Signature of Officer: ..... Date: .....

DRAFT