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Equipment Hire Form



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Establishment:	Name (Hirer*) :
Address:	Name (Responsible Individual*) :
	Collection Date:
	Loan Date:
Tel. No:	Return Date:
Email Address:	
Ledger Code/Payment Method:	

*Hirer: Individual in whose name the equipment is to be hired. Where the Hirer is solely an individual, that individual will be the Responsible Individual

*Responsible Individual: Designated by the hirer, where the hirer is not solely an individual

Item	No.	Size	Cost

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The Responsible Individual will be liable for inspecting and ensuring that the condition of all equipment is safe and suitable for the purposes it is designed for and intended to be used for. During the period of hire the hirer will be liable for all equipment. The Council does not ensure the Equipment when under hire and therefore Equipment not returned will be deemed lost or stolen and replacement will be charged in full to the hirer, the cost of any repair will also be charged to the user.

All equipment must be returned in a clean, dry and serviceable condition by the agreed return date shown. Any defects reported to the Outdoor Learning Service. Failure to do so will result in extra hire/ replacement/ cleaning charges being applied and may jeopardise the hirers chances of hiring equipment in the future.

The Council recognises that the uses to which the equipment hired under this agreement may be put are activities with a danger of personal injury or death. By signing this form, the Responsible Person indicates that they are aware of and accept those risks and shall be responsible for their own actions and involvement in such activities. The equipment must be used within the experience and capability of the individuals involved. The Responsible Person shall ensure that all users of this equipment are aware of and accept those risks (or, where such Users are incapable of being aware or accepting those risks, the Responsible Person shall ensure that those people with the relevant legal capacity in relation to such Users are aware and accept those risks on the Users' behalf).

The hirer shall be responsible for any damage to the property of third persons or the injury of third persons caused by the use of the equipment.

Further hire regulations/guidelines/advice for particular items of equipment may be issued to the hirer at the time of hiring. The hirer must ensure that those regulations are adhered to.

A risk assessment must be carried out before the equipment is to be used and during use. If you are not experienced in composing risk assessments please ask for advice from East Lothian Council Outdoor Learning Service on how to carry out General, Site Specific & Dynamic risk assessments.

There will be no charge for equipment hire if:

- It is used for curricular based outdoor learning activities run by school staff not using any external provider
- A member of ELC staff is gaining experience leading to recognised outdoor qualifications
- A member of ELC staff are familiarising themselves with equipment and/or venues prior to running an activity for ELC pupils or staff

I have read and agree to the above conditions

Name (Hirer):
Signature (Hirer):
Date: