

Swish Kit Loan Agreement

1. Lender Information:

Company: Cambridge Carbon Footprint
Lender Representative: _____
Email: _____
Telephone: 01223 301 842

2. Borrower Information:

Contact Name: _____
Email: _____
Telephone: _____

3. Event Information:

Event Name: _____
Event Date: _____
Event Location: _____

4. Loan period:

From: _____
To: _____

5. Equipment Information:

Each piece of equipment shall be listed separately below. Please note, the kit does not need to be borrowed in its entirety but the quantity of each individual piece of equipment will be noted below. Please see the appendix for an itemised breakdown of the equipment which has multiple parts. NB the return column is only to be completed at the end of the loan period, upon return of the equipment.

Borrowed?	# borrowed	Item	Returned (in same condition)?
	/ 5	Clothes rails	
	/ 5	Carry holdall for rails	
	/ 5	Card holders for signs on rails	
	/ 3	Full length mirror	
	/ 3	Clothes hanger organiser (with clothes hangers)	
	/ 4	Lights for a changing room	
	/ 1	Clothes swap signs	
	/ 2	Donation buckets	

6. Borrower Responsibilities:

This agreement and the responsibilities as outlined hereunder are not transferable without the written approval of Cambridge Carbon Footprint (CCF). By signing this agreement, you agree to comply with the terms outlined below:

A. Collection and Return of the Equipment

You are responsible for picking up the equipment from CCF's office, and returning it to the same location at the end of the loan period unless otherwise agreed by both parties.

B. Use/Disclaimer

You shall be responsible for the proper use of the equipment and will read and understand the instructions as provided for use by CCF prior to use. You are also responsible for training anyone using the equipment on the proper use of the equipment in accordance with the aforementioned instructions.

C. Maintenance and Repair

You agree to return the equipment to CCF in as good a condition as when received, normal wear and tear excepted. There is no charge for the loan of the equipment. However, you shall be responsible for the full cost of repair or replacement of any or all of the equipment that is damaged, lost or stolen from the time you borrow the items, until you return them. If the equipment is lost, stolen or damaged, you agree to promptly notify the CCF person mentioned above in a timely manner. Please see the appendix for original costs of each piece of equipment.

7. Disclaimer:

Please note, you use this equipment at your own risk. The equipment loan is free of charge and maintained by the charity CCF and its volunteers. We cannot be held responsible for any problems caused by or during the use of this equipment.

Please sign below to confirm your acceptance of the above conditions

Borrower:

Signature: _____

Name: _____

Date: _____

CCF Representative:

Signature: _____

Name: _____

Date: _____

Please complete the below upon return of the equipment:

Borrower:

Signature: _____

Name: _____

Date: _____

CCF Representative:

Signature: _____

Name: _____

Date: _____

Appendix:

Item	Original cost (per item, inc VAT)	Multiple parts?	Notes
Clothes rails	£101.40	No	
Carry holdall for rails	£12.30	No	
Card holders for signs on rails	£7.14	Yes	
Full length mirror	£35.00	No	
Clothes hanger organiser	£19.99	No	
Lights for a changing room	£8.99	No	
Clothes swap signs	£ N/A	N/A	Please let us know if you've lost / damaged any of these.
Donation buckets	£10.95	Yes	