



Equipment Hire Policy

Adopted 5th August 2025 Minute 121.25

EQUIPMENT HIRE POLICY

Introduction

Tisbury Parish Council will sometimes make available certain items of equipment for hire and use by residents of its parish and community groups, including registered charities. The Council reserves the right to charge for such hire. This policy explains the Terms and Conditions which will apply to any hire.

Requests for Hiring Equipment

The Parish Clerk will manage the hiring of equipment. An 'Equipment Hire Agreement Form' must be completed and signed by the hirer to ensure the hirer agrees to the Terms and Conditions of hire. The form must be signed by the Parish Clerk to complete the agreement.

Hire Deposit

A refundable cash deposit of £20 is required against any damage which may occur during the hire.

Terms & Conditions of Equipment Hire

1. The following expressions shall have the following meanings:

- The 'Agreement' shall mean the agreement made between Tisbury Parish Council and the Customer detailed in the Equipment Hire Agreement.
- The 'Customer' shall mean the party with whom Tisbury Parish Council enters into the 'Agreement'.
- The 'Equipment' shall mean the item(s) owned by Tisbury Parish Council which are being hired.
- The 'Hire Period' shall mean the date from when the equipment is collected from Tisbury Parish Council until the date it is returned to Tisbury Parish Council.

2. Transportation

All transport costs (collection and return), including insurance, shall be paid by the Customer.

3. Hire Period

The period of hire shall commence and cease on the dates specified in the Equipment Hire Agreement. The Customer will be responsible for the equipment from the date of collection until it is returned to Tisbury Parish Council.

The equipment may be used for the duration of the hire only by persons stated in the Equipment Hire Agreement and can neither be rehired nor loaned to any other person, group, charity or company without the prior permission of the Parish Clerk.

4. Supply and Return of Equipment

The Council shall supply the equipment in a safe and useable condition. The Customer must ensure that the equipment, except for highway signage, is kept safe and dry at all times and shall pay for all consumables used during the hire.

The equipment shall be returned to Tisbury Parish Council on the date specified in

the Equipment Hire Agreement. 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 Tisbury Parish Council within 24 hours of the specified date set out in the Equipment Hire Agreement and has not provided an explanation or requested an extension of the hire period as defined in section 6, the Customer shall forfeit their hire deposit.

6. Hire Extension

If the Customer wishes to extend the equipment hire period from Tisbury Parish Council, they must contact the Parish Clerk to discuss a Hire Extension before the specified date to return. It should be noted that it may not always be possible to extend the period of hire.

7. Loss or Damage to the Equipment

The Customer shall immediately notify the Parish Clerk of any damage or loss of the Equipment. No repairs shall be undertaken by the Customer but it will be responsible for any resultant costs for loss, damage or alteration of the Equipment during the hire period. These costs shall not exceed the purchase cost of the Equipment.

8. Health & Safety

Tisbury Parish Council strongly advises that all operators of hired equipment are trained in the use of the equipment they hire. On signing this agreement, the Customer agrees to take on the responsibility for carrying out any relevant Risk Assessment(s) for the safe use of the Equipment. All equipment hired and used is entirely at the Customer's own risk.

EQUIPMENT HIRE AGREEMENT FORM

The equipment listed below can be hired from Tisbury Parish 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 (days/weeks)

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.

Name.....

Signature..... Date.....

Name of Officer.....

Signature..... Date.....