

Seymour Performers Workshop

Equipment Loan Form

Name:			
Organisation:			
Address:			
Mobile/Phone:			
Email:			
Where will the equipment be used?			
Equipment ID or Description:			
Loan Dates:			
Return Dates:			
Agreed Donation:		Bond/Deposit:	
SPW Committee Member:			
Signed:			



PO Box 8064
Seymour Sth 3660
0490 459 853
ABN 13386816912
info@spworkshop.org.au

Conditions of Loan

Liability:

The borrower (person/organisation) is responsible and liable for the equipment that is loaned from Seymour Performers Workshop (SPW). This liability includes replacement and repair costs associated with the equipment loss or damage.

Authorisation:

Loans must be authorised by an SPW Committee Member. All equipment loans are subject to the Conditions listed.

Collection & Returns:

All equipment must be returned on the specified return date.

All equipment must be returned in its entirety, and in the same condition and working order as when borrowed. All consumables, such as batteries in audio/visual equipment, will require replacement.

I acknowledge receipt of the equipment and agree that:

- a) I have inspected the equipment and consider it to be in good condition;
- b) I understand the method of operation of the equipment and will not avoid liability for damage on the grounds of not being familiar with operational procedures;
- c) I shall ensure that the equipment loaned is not used by a third party;
- d) I to return the equipment loaned in good condition on or before the due date.
- e) In the event of any theft, loss or damage to the equipment I will immediately advise SPW.
- f) I agree to accept complete responsibility for the equipment until returned and agree to pay for any repairs in the event damage to the equipment, or cover replacement costs in the event of theft or loss.

BY SIGNING THIS FORM I ACKNOWLEDGE THAT I HAVE READ AND AGREED TO THE CONDITIONS OF EQUIPMENT LOAN AND USE.

Name:	
Signature:	
Date:	