



TOY AND EQUIPMENT LOAN AGREEMENT

Equipment Item	
Replacement value	
User Name	
User contact details Full address and telephone number	
Date Borrowed	
Return Date	
Fee Paid (£5 per item)	
Terms and Conditions	<p>All toys and equipment are the responsibility of the borrower while out on loan.</p> <p>It is the responsibility of the borrower to clean all toys and equipment before returning them in their original condition.</p> <p>Any damages will be assessed on an individual basis and repair costs or a replacement, based on the retail cost, will be charged at the charities discretion.</p> <p>Toys and Equipment must be returned by the agreed date or you may be charged. If after a reasonable time items are still not returned please be aware that we will invoice you for the full replacement cost of the item. Please notify us if you cannot return the item by the due date. We will also give you time to search your home for lost toys if you think it still may be hiding under the sofa. We understand!</p>
Terms and Conditions Insurance	<p>The equipment is lent entirely at your own risk. This agreement confirms your understanding that Friends and Families of Special Children are not responsible for use of the equipment and the safety of anyone using it. That responsibility lies with the person(s) renting/loaning the equipment.</p> <p>Insurance: You are advised to check your insurance and seek additional cover as necessary for loss or damage of the equipment.</p>
I have read and accept the above terms	<p>Signed.....</p> <p>Name (Please print).....</p> <p>Date.....</p>

For Office Use Only

<i>Despatch Date</i>	
<i>Confirmation of receipt to include date and name</i>	
<i>Date equipment returned</i>	