



ESSEX ASSOCIATION OF CHANGE RINGERS

Materials Hire Form

Projectors

Name: Address: Tel No: Email Address:	Tower: District: Management Committee Position:
Period of Hire From: To:	Purpose of Hire: please give brief details and date of event

Hire Agreement

To borrow one of the Essex Association of Change Ringers (EACR) projectors, please read this guidance and return the completed request form to the Ringing Course Convenor at least four weeks before the event.

The EACR Materials Hire Scheme has been set up for our members to enjoy short term hire from our range of display boards and /or materials. For display materials please refer to the separate hiring information and booking form.

The projector(s) are hired under the following terms and conditions:-

- The projector(s) remain the property of the Essex Association of Change Ringers at all times.
- The Essex Association of Change Ringers reserves the right to withdraw this scheme at any time.
- Use of the projector(s) does not constitute an automatic right for continued use/ extended hire periods.
- Our projectors are highly subscribed to. We will endeavour to meet all appropriate requests, however priority will be given based on a first come, first served basis.
- Projector(s) will only be loaned to a current member of the Management Committee who will be responsible for the item at all times.
- Maximum hire period for the projector(s) is 1 week, unless otherwise expressly agreed in writing beforehand and is subject to availability of the equipment.
- Defects or damage to equipment during the hire period must be reported to the Property Trustees (propertytrustee@eacr.org.uk) at the first available opportunity.
- During the hire period, the projectors(s) must be secured appropriately in order to avoid vandalism or theft.
- Hire charge/minimum donation £10.00 for 1 item, paid by cheque, made payable to the Essex Association of

Change Ringers.

- Deposit – A deposit of £50.00 for 1 item is payable to EACR on signing the Hire Agreement. This deposit should be paid by a separate cheque, made payable to Essex Association of Change Ringers. This cheque will be returned to you when the projector has been checked on its return. The EACR will retain the deposit if the equipment is stolen, lost or damaged during the period of hire. Both cheques must be sent in with booking forms prior to the collection of the item. The deposit cheque will be destroyed when the equipment has been returned in good condition at the end of the booking. However, if you wish the cheque to be returned to you, please supply a SAE for its return.
- NB the Hire Charge and Deposit are waived for events organised by the Association, eg Essex Ringing Course, Association or District Meetings and Association or District Training events.
- You must not sell, transfer, lease or otherwise dispose of the projector(s).
- The projector(s) should be returned in a good, clean and tidy condition in original carry case(s) and including all cables etc.
- Please ensure that the projector is shut down correctly in accordance with the manufacturer's instructions, in particular that the lamp is turned off and allowed to cool before the power is removed, otherwise you will be liable for any damage that may occur, e.g. replacement bulb (£100+).
- Please bring your copy of this form when collecting the projector(s).

When returning the equipment, please remember to complete your copy of the Return Form and bring it with you. You will be responsible for the item(s) until their return.

Please indicate your requirements on the Declaration Form below when reserving your equipment.

Declaration

I have read and understood the above conditions and guidance. I understand that any risk associated with the use of the projectors must be managed by me and I will not hold the Essex Association of Change Ringers in any way responsible for any injuries unless such injury arises from a breach of the duty of care owed by the Essex Association of Change Ringers. I confirm that I am in good physical health and that the Essex Association of Change Ringers cannot be held liable for any medical condition that might be aggravated by physical exertion.

Equipment for Hire

In exceptional circumstances more than one projector may be available for hire. Please indicate (✓) below how many projector(s) you wish to hire:-

Hirer Signature:

Date:

Hirer Name (please PRINT):

**Signed on behalf of Essex Association
of Change Ringers:**

Date: