



Operation Farm

Equipment Hire Policy

Adoption date:

Review date:

The purpose of this policy is to provide users with a clear understanding of their responsibilities when hiring OPERATION FARM's equipment made available to the community.

Definitions:

The following is the range of OPERATION FARM equipment that is available for hire:

- **Electric scatter**
- **Small barrel fruit press**
- **Large fruit press**
- **Pasteuriser**

Commercial hirers:

Are defined as those who undertake activities for the purpose of generating a profit

Non-commercial hirers are defined as

- **Community groups:** Groups who meet for the purpose of providing a service for the community's benefit. Such groups will only be recognised through a statement of incorporation, or sponsorship through an auspice body.
- **Not-for-profit groups:** an organisation not seeking profit and which does not disperse excess income to its members, in the form of dividends or otherwise. This may include government and non-government organisations, funded and unfunded groups.
- **Private/Individual hirers:** Those who undertake activities for the purpose of private events and activities.

Policy

The following conditions shall apply to all individuals and groups who hire and utilise OPERATION FARM's equipment.

1. General Conditions of Use

- 1.1. All bookings and enquiries are to be made through OPERATION FARM board members in person.
- 1.2. Fees will be negotiated. A deposit, in the form of a cheque made out to OPERATION FARM for the amount of £100 will be left with OPERATION FARM board members and will be returned on following the satisfactory return and inspection of hired equipment.
- 1.3. Where appropriate the hiring body is to take out insurance for public liability/risk and any other matter relevant to the purpose for which the equipment will be used; to the value of £10,000,000. A copy of the insurance cover is to be provided to OPERATION FARM and is to be attached to the hiring documentation.

- 1.4. The hirer will be required to indemnify OPERATION FARM against any and all claims arising from the hire of OPERATION FARM's equipment.
- 1.5. The transportation of OPERATION FARM's equipment is the responsibility of the hirer, who must ensure that the handling of the equipment is undertaken with due care.
- 1.6. OPERATION FARM will not be responsible for any costs associated with the set-up, removal or transport of the equipment.
- 1.7. Persons are not permitted to make any alterations or additions to the OPERATION FARM's equipment.
- 1.8. Equipment must be returned clean and dry following use.
- 1.9. The electric scrapper MUST only ever be plugged in via the RCD breaker extension lead supplied.**
- 1.10. The hirer is not authorised to sub-hire or loan OPERATION FARM's equipment to any other group during the term of the hire agreement.
- 1.11. The hirer is made aware of and been given the opportunity to provide feedback and complaints regarding the equipment and the booking directly to OPERATION FARM board members.

Arranging collection? Time, responsibility etc

Arranging return? Time, responsibility etc

2. Responsibilities of OPERATION FARM

- 2.1. OPERATION FARM reserves the right to deny a request on the basis that it may be detrimental to the management of OPERATION FARM's assets.
- 2.2. A register of requests and bookings for equipment will be maintained by OPERATION FARM.
- 2.3. OPERATION FARM is committed to community development and in all instances will avoid direct competition with commercial providers of OPERATION FARM's equipment range. Instances when OPERATION FARM does recognise that it is competing with a commercial provider, enquirers will be asked to provide justification for requesting our equipment. The OPERATION FARM board members will make a determination on the suitability of the request.
- 2.4. OPERATION FARM will provide instruction to hirers for the set up and construction and dismantling of the equipment hired.
- 2.5. OPERATION FARM will undertake an inspection of equipment prior and post the hire period.
- 2.6. In the event of damage to equipment being identified post hire OPERATION FARM will provide the hirer with details of the findings and the costs for repair or replacement of the equipment.
- 2.7. OPERATION FARM will acknowledge any feedback given and will deal with any complaint made in accordance with its policies.

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| <ul style="list-style-type: none"> • Other relevant policies & documents Equipment Hire Form |
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Adopted by the Management Committee on: _____

Review date: _____

OPERATION FARM EQUIPMENT BOOKING FORM:

Name of group and activity: _____

Hirer Contact Detail

Name: _____

Address: _____

Telephone _____ Mobile _____

Email: _____

Please tick the box that applies to you and your group:

- We/I have got our own public liability insurance and have attached a copy of the certificate of currency
- Our group/activity comes under OPERATION FARM community development / social justice activity and we do not have to provide our own insurance

Please tick one of the following boxes that applies to you:

- A community group
- A not-for-profit organisation
- An individual hiring equipment for private purposes
- A commercial hirer generating a profit from this hire

Please indicate which equipment you wish to hire

- Electric Scatterer
- Small barrel fruit press
- Large fruit press
- Pasteuriser

To be collected on _____ to be returned by _____

Disclaimer:

I have read and understood OPERATION FARM's Equipment Hire Policy. I acknowledge that I have received the equipment in good working order and with all relevant parts. I agree to return the

equipment in the same or better condition after use. Any loss or damage of equipment is my responsibility and the costs of this will be subtracted from my deposit as agreed.

Signed:

Date: _____

NOTE:

The equipment must be collected from OPERATION FARM as negotiated at the time of booking. For further information please contact Rachel on 07984 585375.

Please return this form to OPERATION FARM by email to operationfarm@gmail.com or hand to the board member you agree the hire with.