

Daventry Photographic Society – Equipment Loan

Definitions

(The) Society Daventry Photographic Society

Loan Equipment Any Society owned photographic or presentation equipment that the committee has a mandate to offer for loan.

- I. The Society committee has a mandate to offer Loan Equipment to fully paid-up members of the Society.
- II. The insurance taken out on this equipment does not cover the loss of or damage to it whilst not being used by the Society on Society business.
- III. The Society will ensure that equipment is checked and tested where appropriate and as required. However, all equipment is borrowed at members' own risk.
- IV. A small donation to Society funds will be requested when equipment is loaned out. In addition, a refundable deposit will be taken to offset the risks of the Society in respect of the increased use and therefore increased 'wear and tear'.
- V. All donations and refundable deposits will be payable in advance of the loan.
- VI. The Society will recommend a suitable minimum donation amount for each item of equipment. This recommendation will be reviewed periodically and any amendments will be communicated to the Society members.
- VII. All loans will normally be for one week only. Each loan week will start and finish on a Tuesday. A Tuesday that the Society does not meet cannot be a loan start or finish day. Any loans taken out the week prior to a closed Tuesday will be extended to the next Society meeting.
- VIII. Loans will be booked with and donations and refundable deposits paid to the Treasurer.
- IX. An Equipment Loan Diary will be available for the pre-booking of equipment and for monitoring equipment loans and returns. The Diary will be held by the Treasurer.
- X. A completed Loan Equipment Booking Form will be handed to the Treasurer along with the donation and refundable deposit at the time of collection of the equipment. Arrangements made to collect and return the equipment must not interfere with the weekly meeting of the Society.
- XI. Any faults or problems found with the equipment must be reported as soon as possible so that steps can be taken to:
 - a. Repair the equipment
 - b. Advise follow-on bookings that some or all of the equipment may be unavailable
- XII. If the equipment is lost, stolen or suffers significant damage, the Society would ask that the borrower pursues the possibility of claiming against your own household contents insurance. It is recognised that this is not necessarily possible but it would serve to enable a speedy replacement.
- XIII. Suggested Donation and Deposit

Item	Donation	Refundable Deposit
Display Screen	£10	£20
Studio Lights, Stands, Reflectors and Soft Boxes	£30	£60

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Part A Please complete all sections of Part A and hand the form with your donation and refundable deposit to the Society Treasurer at the latest at the time of your collection of the Loan Equipment		
Name of Borrower		
Period of Loan	From	To
Item(s) to be borrowed: Please tick all relevant items. Where more than one of an item is borrowed please indicate the number borrowed		
Display Screen	Reflectors	
Studio Lights	Soft Boxes	
Stands	Extension Cables	
Donation	£	Treasurer's signature
Refundable Deposit	£	Treasurer's signature

Part B To be completed at the time of the return of the equipment	
Date Equipment Returned	Treasurer's Signature
Date Refundable Deposit Returned	Recipient's Signature