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***Arts Dream Selsey***

***Charity no -1155713***

***Company number -8857997***

***Equipment Policy***

This policy outlines the Equipment protocols for Arts Dream and included the following:

* All ADS equipment is detailed within an inventory of equipment.
* All ADS equipment is located within a secure location, that has the required insurance for that equipment
* The equipment shall be used, tested and maintained within the specific details of the ADS Health and Safety Policy, and of the ADS Hire Agreement
* Hire fees will be used to maintain the equipment and if appropriate be used for replacement costs. Additional funding may need to be sourced to provide sufficient monies for equipment replacement. This will be at the discretion of the ADS Committee.
* No organisation can hire equipment from ADS without prior agreement from the ADS committee or by Chairs Action.
* ADS equipment can be hired to the following groups:
* Selsey Charities and Voluntary organisations
* Other Selsey organisations by request to and agreed by the ADS committee
* individuals if only for charitable purposes and in line with the ADS charitable objectives, and again by a request to and agreed by the ADS committee
* No equipment shall be normally hired outside of West Sussex unless by agreement with the ADS committee or through chairs action.

In relation to hire of equipment:

* The hirer shall keep the equipment insured against fire, loss, damage or risk from whatever cause arising in the full replacement value thereof and will permit ADS all reasonable times to have access to the equipment and to inspect the state and conditions thereof.
* The ADS equipment can only be used by people who have the necessary skills and equipment to do so.
* The equipment shall be the responsibility of the Hirer at all times until returned to ADS. In the event of loss of goods or any item there- of from whatsoever cause or reason, the Hirer shall immediately pay to ADS the full costs of replacement, details of which are held by ADS.

The Hirer, during the continuance of the hiring, will not sell or offer for sale, assign, mortgage, pledge, underlet, lend or deal with the equipment or any part thereof in a manner prejudicial to the ADS rights, but will keep the equipment in its possession and will not remove the same or any part or parts thereof from the place where the equipment is for the time being, without the previous consent of ADS, and will duly and punctually pay all charges within 30 days of the invoice date

 If the equipment shall be injured or destroyed by fire, all moneys received or receivable in respect of such insurance as aforesaid shall forthwith be received by ADS who shall, as the case may require, apply such moneys either in making good the damage done or in replacing the equipment by other articles of similar description and quality and such substitute articles shall become subject to the provisions of this agreement in the same manner as the articles for which they shall have been substituted.

The equipment shall be deemed to be in good condition at the beginning of the hire period unless any damage shall have been noted on the delivery note.

* The Hirer shall pay for batteries required for Radio Microphones.
* The Hirer shall give such proof of her/his identity, address as ADS may reasonably require.
* If equipment is lost, damaged, or stolen while in the hirer’s possession the individual or organisation shall be responsible for the full amount of its replacement or repair costs.

Chris Butler 1/01/2021