

Document Control

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CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL FURNITURE HIRE AGREEMENT

This Agreement is made on:

Date:

Between:

Owner: Caistor St Edmund and Bixley Parish Council

and

Hirer:

Name:

Address:

Telephone:

Email:

1. Items Hired

The Parish Council agrees to hire the following items to the Hirer:

Item description and quantity

Chairs:

Tables

Other:

The items remain the property of the Parish Council at all times.

2. Hire Period

Collection Date and Time:

Return Date and Time:

The Hirer shall return all items by the agreed return date and time unless otherwise agreed by the Parish Council.

3. Hire Charges

Hire Fee: £

Refundable Deposit (if applicable): £

The Parish Council may retain all or part of the deposit to cover loss, damage, cleaning, or late return.

4. Hirer's Responsibilities

The Hirer agrees:

- To use the furniture safely and only for its intended purpose.
- To keep the furniture in good condition throughout the hire period.
- Not to make any alterations or repairs to the furniture.
- Not to transfer, lend, or sub-hire the furniture to any other person.
- To ensure the furniture is protected from weather and misuse.

5. Return of Furniture

The Hirer shall:

- Return all furniture clean and in the condition in which it was supplied, allowing for fair wear and tear.
- Return all furniture to the location specified by the Parish Council.
- Stack and store furniture as directed by the Parish Council.

6. Loss and Damage

The Hirer shall be responsible for any loss of or damage to the furniture occurring during the hire period, other than fair wear and tear.

The Hirer agrees to reimburse the Parish Council for the reasonable cost of repairing or replacing any lost or damaged items.

7. Liability

The Hirer shall be responsible for the safe use of the furniture during the hire period.

The Parish Council shall not be liable for any injury, loss, damage, or claim arising from the use of the furniture, except where caused by the Parish Council's negligence.

8. Cancellation

The Parish Council reserves the right to cancel the hire if the furniture becomes unavailable due to circumstances beyond its control. Any hire fee paid shall be refunded in full.

The Hirer may cancel the booking by giving reasonable notice. Any refund shall be at the discretion of the Parish Council.

9. Data Protection

The Parish Council will use the Hirer's personal information solely for the administration of the hire agreement and in accordance with applicable data protection legislation.

10. Governing Law

This Agreement shall be governed by the laws of England and Wales.

Declaration

I confirm that I have read and agree to the terms of this Furniture Hire Agreement.

Signed by the Hirer

Name: _____

Signature: _____

Date: _____

Furniture Collection Checklist

Item	Quantity Out	Quantity Returned
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Chairs

Tables

Other

Condition on Return:

Checked by:

Date: