

## Raspberry Creatives Borrow Box Scheme Terms and Conditions

1. Equipment will be loaned subject to completion of the joining form.
2. We collect a small amount of information which we will only use for the purposes of administering the loan scheme. We may also contact you from time to time regarding possible collaborations or referrals.
3. At all times the equipment remains the property of Raspberry Creatives Community Events CIC (Raspberry Creatives) and we reserve the right to collect the equipment at any time.
4. The return of equipment can be requested by Raspberry Creatives if not being utilised as intended.
5. The person hiring the equipment must ensure adequate supervision levels of the use of equipment at all times and ensure its safe use.
6. The equipment must be returned in its original condition with all parts of the equipment pack present. If the set is returned incomplete or damaged the deposit may not be returned. Please report any losses or damage as soon as possible. Additional costs may also be incurred.
7. Raspberry Creatives takes no responsibility or liability for any injury or accident that may occur whilst using the equipment.
8. It is the responsibility of the hirer to ensure they have their own correct and up to date insurance in place and that they have conducted robust risk assessments to run the activities. This is not the responsibility of Raspberry Creatives.
9. The borrower is fully responsible for the equipment for the duration of the loan period and must not allow anyone to borrow it. Sub-letting is not permitted.
10. Equipment will be loaned on an availability basis. Equipment can be collected/returned at a time agreed with Raspberry Creatives. Organisations are responsible for the equipment up until it is returned to us in person.
11. On return of the equipment, please complete the feedback form that is included in the equipment pack or by completing the form online. This will help us to evaluate the scheme and secure funding to continue and expand the scheme.
12. A refundable deposit is payable when you borrow a box or boxes. This will normally be £10 but we reserve the right to ask for a larger deposit if a lot of equipment is borrowed or if items have been lost or damaged when lent to you before.
13. We reserve the right to charge a late return fee of up to £5 per day where items are not returned on time without prior arrangement.
14. Some of the Borrow Boxes contain consumables for your group to use such as beads, paints, paper etc. We would appreciate a suggested donation of £5 - £10 towards the cost of replacing these when you borrow these boxes. Thank you!