



Loan Service - Booking Form

*****Please ensure you read and agree to the terms before using this service*****

Name of Organisation	
Address	
Contact Name	
Contact Telephone No.	
Email Address	
What type of work is the equipment being used for? e.g. Gala/youth work session	
How many people do you anticipate attending the event/session?	

Terms of Agreement

Under the terms of this agreement I will:-

- Ensure a safe and protected space for young people to participate in a structured positive activity.
- Risk assess the activity/session for delivery of work.
- Be responsible for your own Public Liability Insurance (we will need to see sight of this).
- Be responsible for general health and safety at your event/activity.
- Inform the Youth Work Team immediately of any damage to equipment or any repairs. You may be asked to replace the damaged item or pay towards its replacement.
- Provide sufficient people to collect/return all items and appropriate sized vehicle(s).
- Be responsible for returning all items on the day agreed. Late return will incur a £25 charge per day payable by the individual/organisation detailed above.
- Work with us to publicise activities/events on WFYouth! (www.wfyouth.co.uk) and www.facebook.com/wfyouthofficial as well as capturing the outcomes for young people in reports and publicity. You may be supplied with promotional items to hand out at your event.

Please provide details of the items you wish to loan (refer to catalogue for details).

Item Description	Quantity	Date From <i>(Must be a Friday)</i>	Date To <i>(Must be a Monday)</i>

Wherever possible please provide us with an estimated time of collection and return.

Collection _____ am Return _____ am

To sign on collection:

I _____ represent _____

confirm that I have authority to sign this document on behalf of the Organisation and confirm that I have read and understood the terms of agreement.

Signature	_____
Date Signed Out	_____

Signature	_____
Date Signed In	_____

PLEASE E-MAIL THIS FORM BACK TO youthwork@wakefield.gov.uk

This page will be returned to you so that you have a checklist to refer to when returning the loan items.

The equipment is to be returned on Monday _____ between 9.30 am – 12.00 noon to Crofton Young People’s Centre / The Hut.

Item Description	Quantity	✓ To confirm all items are present and packed ready for delivery back to the Youth Work Team	Comments (Is anything broken / missing?)

If you need to speak to us about the equipment please contact us. It would be great if when you publicise your event you tag us in and give us a mention that we’ve loaned you some equipment 😊

Find out more about the Youth Work Team

 Crofton Young People’s Centre
High Street, Crofton, Wakefield WF4 1NF

 01924 302665  www.wfyouth.co.uk  @wfyouthofficial

 youthwork@wakefield.gov.uk  wfyouthofficial



PTO FOR TERMS OF AGREEMENT

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