**TERMS & CONDITIONS OF REUSABLE PARTY KIT LOAN**
**REUSABLE PARTY KIT SCHEME**

Sevenoaks Town Council offers a Reusable Party Kit Loan Scheme to help residents reduce single-use plastics and promote sustainable celebrations.

**1. Definitions**

* **‘User’** refers to the individual or party borrowing the kit.
* **‘Agreement’** is the contract formed between the User and Sevenoaks Town Council as outlined in this document.
* **‘Equipment’** refers to all items included in the Reusable Party Kit.
* **‘Loan Period’** is the duration from collection to the return of the kit.

**2. Eligibility**

The scheme is available **only to residents within the Sevenoaks Town Parish Boundary**. Check your eligibility via the Parish Boundary Map:

[Parish Boundary Map](https://shared.xmap.cloud?map=9c669602-a9fb-4e90-ab7e-c52e8c683a61)

**3. Transport**

Users are responsible for collecting and returning the kit to Sevenoaks Town Council. The kit remains the responsibility of the User throughout the Loan Period, including during transportation.

**4. Loan Period**

The equipment must be returned on the agreed return date as stated in the booking form, to:

**Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG**

**5. Return of Equipment**

All items in the Party Kit must be returned **clean** and in their original condition. A full inventory is provided and must be checked on return. Users must return the equipment **in the same container provided**, including:

* 32 Plates
* 32 Side Plates
* 32 Bowls
* 32 Tumblers
* 32 Sets of Cutlery (knife, fork, spoon, teaspoons)
* 3 Jugs
* 2 x 10m Nylon Bunting

**Cleaning Instructions:**

* All items except bunting may be cleaned in a **dishwasher**.

(Please do not use Bleach or Abrasives, i.e. Scouring Pads, Scourer)

* Nylon bunting must be **machine washed on a delicate cycle at a low temperature** and fully dried before return.
* Please ensure all items are bone dry before returning the kit.

Failure to return the kit in a clean and complete condition may result in additional cleaning or replacement charges.

**6. Late Return**

If the User fails to return the kit on the agreed date, a **late fee of £25 per full day** will be charged. This agreement shall constitute a binding order to hire the kit until it is returned, and fees will be invoiced accordingly.

**7. Damage or Loss**

The User is financially liable for any damage to or loss of items during the loan period, up to the replacement value of the items.

**8. Use of Equipment**

The kit must only be used for the purpose of small gatherings or parties and must not be modified. Users agree:

* To keep all items safe and secure.
* Not to use items in a commercial or hazardous environment.
* To return all items as received.

If you wish to borrow the Party Kit, please complete the form below. Once the form has been received, we will contact you to advise when the Party Kit will be available to borrow, and a collection time and date will be agreed.

When you come to collect you will need to bring a form of ID (e.g. driving licence or passport) and proof of address, before we can release the Kit.

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| **Sevenoaks Town Council Party Kit Agreement Form** |
| Name |  |
| Address |  |
| Post Code |  |
| Email |  |
| Phone Number |  |
| Desired Date of Borrowing: |  |
| How did you hear about the scheme?  | Sevenoaks Town CrierFrom a Friend /or ColleagueFrom a Poster /leafletOther (if other please specify) |
| Terms and ConditionsPlease sign that you have read and agreed to the Terms and Conditions of the Loan Agreement. |  |
| For completion by Sevenoaks Town Council |
| Loan period | Date issued:Return Date: | Date issued:Return Date: |

 Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG Tel: 01732 459953 Website: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk/) Email: council@sevenoakstown.gov.uk

See our [Privacy Policy](https://www.sevenoakstown.gov.uk/General_Data_Protection_Regulation_GDPR_21380.aspx) for more information - <https://www.sevenoakstown.gov.uk/General_Data_Protection_Regulation_GDPR_21380.aspx>