



THERMAL IMAGING SCHEME

Sevenoaks Town Council has created a Thermal Imaging Scheme to help local residents identify cold and damp spots and where heat is potentially being lost within their home.

TERMS & CONDITION OF THERMAL CAMERA LOAN

1. The following expressions shall have the following meanings:
 - 'User' shall mean the party with whom Sevenoaks Town Council enters into the 'Agreement'
 - The 'agreement' shall mean the agreement made between Sevenoaks Town Council and the user included in this Loan Agreement form
 - The 'equipment' shall mean the camera or cameras that are being loaned.
 - The 'whole loan period' shall mean the date collected from Sevenoaks Town Council until the date returned to Sevenoaks Town Council.
2. **Transport** – All transport costs shall be paid by the user unless specified otherwise in this agreement. The user is responsible for the equipment whilst in transport as well as during the loan period.
3. **Loan Period** – The period of Loan shall commence and cease on the dates specified in the Loan Agreement Form. The user will be responsible for the equipment from the date of collection until it is returned to Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG.
4. **Return of Equipment** – The equipment shall be returned to Sevenoaks Town Council on the date specified in the Loan Agreement Form. The equipment must be returned with the original equipment instructions and the USB charger.
5. **Failure to Return** – If the user does not return the equipment to Sevenoaks Town Council within 24 hours of the specified date in the Loan Agreement Form, THIS AGREEMENT SHALL CONSTITUTE A BINDING ORDER TO HIRE THE EQUIPMENT AT THE STIPULATED COST OF £25 for each full day that the equipment is not returned. The user shall accept and pay any invoices issued by Sevenoaks Town Council reflecting such hire without the necessity of further documentation being exchanged between the parties.
6. **Alterations to the Equipment** – The equipment should not be altered in any way without prior written agreement from Sevenoaks Town Council; the user may be liable for the full replacement cost(s) of the equipment without this written permission. UNAUTHORISED ALTERATION OF THE EQUIPMENT IS STRICTLY PROHIBITED.
7. **Loss or Damage to the Equipment** – The user is responsible for any cost(s) as a result of loss or damage to the equipment during the whole loan period. These costs shall not exceed the Unit Cost(s) of the equipment.

The User will:

- Ensure that the camera is always kept safe and secure
- Only use the camera for the purpose it is intended.
- The provision of the equipment by the Town Council is to assist users in understanding if their property has any issues with heat loss. It will be up to the user to take any remedial action required or take further advice from an expert.
- Return the camera(s) to the Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG on the agreed date.
- Include in the box the Camera, Camera Case, USB charger, instructions.

If you wish to borrow a Thermal Imaging Camera, please complete the form below. Once the form has been received, we will contact you to advise when a camera 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 camera.

Sevenoaks Town Council Thermal Camera Loan Agreement Form		
Name		
Address		
Post Code		
Email		
Phone Number		
Desired Date of Borrowing:		
Terms and Conditions Please sign that you have read and agreed to the Terms and Conditions of the Loan Agreement.		
For completion by Sevenoaks Town Council		
Camera Box No		
Loan period	Friday to Monday	Tuesday to Thursday
	Date issued: Return Date:	Date issued: Return Date: