

Kemptville Players Inc.

Agreement to Borrow or Loan Equipment

I, _____, as a representative in **borrowing** or **loaning** (circle as applicable) the following equipment from _____

Items

Value

The loan period for the Equipment is from _____ to _____. I understand that it is the responsibility of KPI or the borrower to pick up the Equipment, and to return it to the same location at the end of the loan period unless otherwise agreed by both parties. KPI agrees to return the Equipment to _____ in the same condition, normal wear and tear accepted.

KPI understands that there is no charge for borrowing or loaning the Equipment. However, in the event that the Equipment is lost or destroyed during the loaning or borrowing period, KPI or the borrower agrees to replace the Equipment at KPI or the borrower's expense, based on a pre-determined and mutually acceptable value.

KPI hereby released from liability and agree to indemnify and hold harmless name of (**lender/borrower**) for any liability in connection with the use or possession of the equipment. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with the possession or use of the equipment.

Signature (Borrower)

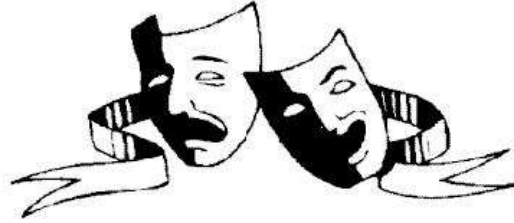
Signature (Lender)

Name

Name

Date _____

Date _____



Kemptville Players Inc.

ANNEX A

Damaged Goods Policy

The following steps must be followed when borrowing or lending higher end items from or to anyone regardless of their affiliation with KPI. This policy is limited to items over \$50.

Photographs

- Photographs must be taken before an item is removed from its owner or KPI and once it is returned to the owner or KPI
- If the owner or KPI is transporting the item themselves, then a photo must be taken once it arrives at the theatre or venue and then again once the production is over

Waiver Form

- A waiver form will be signed by the owner and the borrower. The waiver will state the value of the item (based on a mutually agreed to amount)
- The waiver will state that while every effort is made to protect the item it is possible that some damage may occur and that KPI will reimburse, should damage occur, up to the agreed to value of the item