**Equipment loaned by Orlingbury Residents**

An Orlingbury resident can make a request through the Village Hall website to loan equipment which is kept at the hall. The majority of items are kept in the hall under the stage and access to these is through the small external door on Rectory Lane. This equipment has either been purchased with Orlingbury Church, Hall or Fete funds and is not insured when taken outside the village hall.

The Hirer should list the items they require, quantities, when they will be collected and returned on the Village Hall website booking system.

Confirmation of the booking and details on gaining access to them will be given by e-mail.

The Hirer takes full responsibility for any loss or damage to the equipment loaned.

The Hirer is solely responsible for any injury or harm caused to anyone using the equipment.

The Hirer is trusted to keep and use the equipment safely and legally.

The Hirer is responsible for repair or replacement of any equipment and should notify the Village Hall if this has been necessary.

Approved by OVH Management Committee 28/8/25