

# Loan Agreement

## Public Relations

**Contact Details:**

<b>Name</b>	<b>Faculty / School / Section</b>
<b>Campus</b>	<b>Phone</b>
<b>Email</b>	

**Dates / Event:**

<b>Collection Date:</b>		<b>Return Date:</b>	
<b>Collection Time:</b>	AM <input type="checkbox"/> PM <input type="checkbox"/>	<b>Return Time:</b>	AM <input type="checkbox"/> PM <input type="checkbox"/>
<b>Purpose / Event:</b>			

**Items to Borrow:**

<b>Pull-up Banner</b>	<b>Quantity required:</b>
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\* Cost only applies if items are not returned or need replacing if damaged / lost

1. If this loan is granted / We hereby undertake to exercise reasonable care in the use of the equipment during the loan period.
2. The borrower shall assume all risk of loss or damage (of whatsoever kind) arising out of loan of the equipment and shall be fully responsible for paying the full cost to replace the lost or damaged equipment.

<b>Signature</b>	<b>Date</b>
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**Office Use Only:**

Received & checked by: \_\_\_\_\_

Pull-up banner/s issued	#1 <input type="checkbox"/>	#2 <input type="checkbox"/>	#3 <input type="checkbox"/>	#4 <input type="checkbox"/>
	#5 <input type="checkbox"/>	#6 <input type="checkbox"/>		

Notes: \_\_\_\_\_