

EQUIPMENT HIRE AGREEMENT / HIRE RECORD

Important: This free template is provided as a practical starting point for recording an equipment hire. It is not legal advice and is not a substitute for terms and conditions or a hire agreement reviewed for your business, equipment and customer type. You are responsible for adapting it to your circumstances and complying with applicable law. Consider taking independent legal advice before relying on it.

A. AGREEMENT DETAILS

Agreement reference

Agreement date

B. HIRE COMPANY

Business name

Address

Telephone

Email

C. HIRER / CUSTOMER

Name / business

Address

Telephone

Email

Customer type: Business / Consumer

Site or delivery address

D. HIRE DETAILS

Hire start date/time

Expected return date/time

Hire type: Equipment only / With operator

Delivery / collection arrangement

E. EQUIPMENT

Item / description

Make / model

Asset / serial number

Quantity

Additional equipment / attachments

F. AGREED CHARGES

Record monetary amounts in GBP (£).

Daily rate

Weekly rate

Deposit

Delivery charge

Collection charge

Other agreed charges

VAT

Payment terms

G. CONDITION AT HANDOVER

Overall condition

Existing marks / damage

Accessories / attachments supplied

Fuel / battery level

Hour meter / mileage if applicable

Photo references

H. HIRER ACKNOWLEDGEMENT

1. The equipment listed above is being hired for the period and charges recorded in this agreement.
2. The hirer will use the equipment for its intended purpose and follow the manufacturer's operating and safety instructions.
3. Any fault, breakdown, loss or damage should be reported to the hire company promptly.
4. Any extension to the agreed hire period should be agreed with the hire company before the expected return time.
5. The equipment remains the property of the hire company unless a separate written agreement states otherwise.
6. The equipment should be returned with the accessories and attachments supplied. Its condition will be recorded when returned.
7. Any charge relating to late return, missing items, fuel, cleaning, damage or loss is subject to the hire company's applicable terms and applicable law.
8. Any additional hire terms supplied with this agreement also apply where accepted by the hirer.

Terms supplied / version

I. HANDOVER ACCEPTANCE

**Hire company representative
Name**

**Hirer
Name**

Signature

Signature

Date / time

Date / time

J. RETURN / OFF-HIRE RECORD

Actual return date/time

Returned by

Condition on return

New damage noted

Missing items / attachments

Fuel / battery level

Hour meter / mileage

Cleaning required: Yes / No

Damage photos taken: Yes / No

Photo references

Additional charges to be reviewed

K. RETURN SIGN-OFF

**Hire company representative
Name**

**Customer acknowledgement
Name**

Signature

Signature

Date / time

Date / time