

Potton Town Council Camera Loan Agreement

If you borrow an Android or iOS thermal imaging camera from Potton Town Council, you will be able to investigate where your home is leaking heat. Please also offer to do this for friends, neighbours, community, etc if you can.

You can book the loan of an iOS or Android camera from Potton Town Council by agreeing to follow these procedures.

1. You must:
 - a. Keep the camera with you or in a locked place.
 - b. NOT lend the camera to anyone else.
2. For smooth running of the borrowing scheme, please agree to:
 - a. Collect and return the camera as arranged with Potton Town Council.
If this becomes impossible make alternative arrangements with Potton Town Council (*please read collection and return instructions overleaf*).
 - b. Report any damage or problems with the camera.

Which camera do you wish to borrow? (please tick)

Please note that a £200 refundable deposit is required*.

☐ **Android USB-C**

☐ **iOS**

You can find the Getting Started Manual and full User's Manual on our website at <https://www.pottontowncouncil.co.uk/thermal-image-cameras/>

Dates (from and to):

Your details:

Name:

Address:

Postcode:

Phone no:

Email:

Declaration:

I will follow the procedures above when borrowing a Thermal Imaging Camera from Potton Town Council.

Signed:

Print:

Good luck with your Thermal Imaging!

Any donations to Potton Town Council welcome to allow for maintenance of cameras and additional cameras to be purchased. Suggested donation of £5.

Potton Town Council reserves the right to cancel or amend the scheme and/or the rules without prior notice, but we will do our best to avoid doing so. Any changes will be posted on our website.

Collecting the camera – to collect the camera you will need to:

1. Please arrive promptly at 3pm.
If you are unable to collect the camera please inform us by phoning 01767 260086.
2. Provide photo ID such as your driving licence detailing your current address.
3. Bring your deposit.
*£200 cash or cheque made payable to Potton Town Council.

Returning the camera

1. Before returning the camera, please charge it up.
2. Please arrive between 9.15am and 10am on the date the phone is to be returned.
If, for any reason, you are unable to return the camera at the booked time, please inform us by phoning 01767 260086.
3. The camera, case and charging cable MUST be returned.
4. The camera will be checked for damage.
5. Your deposit will be returned to you.
If you provided the deposit by cheque, the cheque will be returned to you.

Camera return check list:

<input type="checkbox"/> Android USB-C S/N: T05MBG00174 / Model no. 0005	<input type="checkbox"/> iOS S/N: T04M8A00075 / model no. 0004
<input type="checkbox"/> Charger cable	<input type="checkbox"/> Charger cable
<input type="checkbox"/> Case	<input type="checkbox"/> Case
<input type="checkbox"/> £200 deposit returned	<input type="checkbox"/> £200 deposit returned
<input type="checkbox"/> Donation received – Amount:	<input type="checkbox"/> Donation received – Amount: