

APPLICATION FOR LOAN/HIRE MILITARY EQUIPMENT

**Please complete form in block capital letters.*

Title of Organisation	
Registered Address	
Phone & Fax Number	
Email Address	
Point of Contact Name	
Contact Address	
Daytime Phone & Fax	
Email Address	

Equipment Required				FOR OFFICIAL USE ONLY
Item of Equipment	Tentage Capacity	Number Required	Insurance Value	Hire Charge (If any)
Total				

Requested Period of Loan/Hire:			
From (date)		To (date)	
Number of Days for Hire of Equipment			

Nature of event for which equipment is required. (Tick appropriate box)							
Community		Charity		Cultural		Other Non-Profit	Commercial

Purpose for which Equipment is required and details of the event and location

On behalf of the above named organisation, I/We hereby apply for the loan of the above listed equipment for the period stated. I/We understand that the availability of equipment is subject to Defence Force priorities and requirements and to conditions and arrangements set out hereunder.

In consideration of the Minister for Defence (hereinafter referred to as **the Minister**) supplying the services of military personnel and making the said equipment available for the stated purpose,

I/We Hereby Undertake and Agree as Follows:

1. To be responsible, at our own expense, for the collection of equipment on the date of commencement of the period of loan/hire and for its prompt return on termination of the loan/hire. In respect of Tentage, I/We understand that **a work party of at least five** must be organised to erect and take down the tents.
2. To be responsible for the safe custody of the equipment and in the event of loss or damage to it, for the recoupment of the Minister in respect of any such loss or damage of the extent of which I/We* agree that the Minister will be the sole judge.
3. To pay the Minister, within seven days from the date of issue of the request for payment, the charges (**if any**) which have already been or will later be notified to us in respect of the services of the military personnel and supply of equipment.
4. To recoup to the Minister any expenses incurred by him incidental to the supply of military personnel and equipment to the extent already notified or to be notified to us.
5. To insure the equipment against loss or damage in the sum notified or to be notified to us. This insurance should:
 - a) **Indemnify the Minister and military personnel against all claims and losses, and expenses consequent thereon made by third parties, and arising out**

of, or attributed to, the provision of the services of such military personnel or any of them pursuant to this application.

- b) Indemnify the Minister against all claims by military personnel or by the dependants or next of kin of such military personnel, and attributed to injury, accident or mishap arising out of the provisions of the services of such military personnel or any of them (including in such indemnity any obligations the Minister may have to such military personnel or any of them or their dependants or next of kin under the army pensions acts or other statutory enactment) pursuant to this application.
- c) Provide for the discharge of our obligations under these indemnities by subscribing to a policy or policies of insurance in the amounts notified or to be notified to us which policy or policies the name of the Minister will be joined.

**Please provide evidence of insurance along with this application form.*

6. That all information provided herein is complete and correct to the best of our knowledge.

IN WITNESS whereof we have signed our names the day and year first herein written

Signed (Organiser)		Date	
Signed (Witness)			
Address (Witness)			
Occupation (Witness)			

For Official Use Only					
Request Approved	Y/N	Approving Officers Signature		Date of Issue of Insurance Form	
State Reason for Refusal:					

***Note: In the case of a corporate body this undertaking must be given under its corporate seal. The completed application form should be returned to:**

**Executive Branch,
Department of Defence,
Station Road,
Newbridge,
Co. Kildare**

A scanned copy of the application form can also be emailed to:

executive@defence.ie

***Applications should be submitted at least 4 weeks in advance of the date of the event.**