# Norfolk County Council

# **Norfolk Calibration Services**

69 Hethel Engineering Centre

Chapman Way

Hethel, Norwich

NR14 8FB

Telephone: 01953 859149 Email: calibration@norfolk.gov.uk

**Hire service – terms and conditions (from 30 June 2020)**

**Policy**:

* Weight sets are available as detailed within the schedule of charges.
* All weights have been calibrated appropriately to ensure they are within the maximum permissible errors for the appropriate class of weights and to provide traceability to National Standards.
* Special weights sets, weights of other than M1 classes and other equipment is available, but are quoted on an individual basis – please contact us for details.
* Current certificate(s) of calibration will be provided to the hirer.
* All weights will be provided to the hirer in a clean condition.
* Weights will only be hired to third parties upon receipt of an official request or payment – payment can be made by card or via a debtors invoice.
* Where a request is received to hire 20kg/10kg weights without their bespoke transportation cages, an additional handling charge will be made (refer to schedule of charges).
* Charges will be applied for:
  + Lost or damaged weights, and cleaning or reconditioning where weights are returned in a dirty or poor condition (refer to schedule of charges).
  + Cages that are either lost or damaged (refer to schedule of charges).

**Conditions**:

* We do not warrant the weights to be suitable for any purpose, other than that intended i.e. use as a calibrated weight, unless before making this agreement, the hirer makes that purpose known to us and we agree in writing that the weights will be suitable for that purpose.
* Where a hirer provides transport and collects/delivers the equipment, it will be their responsibility to assist with loading/unloading such transport and ensuring that all statutory legislation is complied with.
* The hirer shall protect the equipment from any conditions which may affect or cause damage to the equipment.
* Once the equipment is under the hirer’s control, we are not liable for any damage or injury arising in connection with the equipment unless such damage or injury is due to our negligence. The hirer shall indemnify Norfolk County Council against any such actions, proceedings, claims or demands arising out of any such damage or injury aforesaid.
* The hirer shall indemnify Norfolk County Council against damage or loss of the equipment whilst on the hirer’s premises or under their control.
* Where cages are used for transportation, the hirer shall return the weights in their appropriate cages (colour coded and/or numbered).
* Where pallets are used, the weights shall be securely arranged on pallets of a net weight not exceeding 1,000kg. Failure to do so may will result in an additional handling charge is made (refer to schedule of charges).
* Where equipment is returned in an unsatisfactory condition charges will be applied for rectification (refer to schedule of charges).

# **Hire Form**

To hire equipment please complete the following information and then email the form to calibration@norfolk.gov.uk. Alternatively you can contact us on 01953 859149.

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| **Confirmation of details of your request:** | |
| Weights required: | Click here to enter text. |
| Collection or delivery on\*: | Click here to enter text. |
| Return or collection on\*: | Click here to enter text. |
| Hire period | Click here to enter text. |
| Hire charges | Click here to enter text. |
| Additional handling charges | Click here to enter text. |
| Collection/Delivery charges | Click here to enter text. |
| Additional charges | Click here to enter text. |
| Total charges | Click here to enter text. |
| All charges are subject to VAT at the current rate. | |
|  | |
| **Hirer’s Authorisation:**  I agree to the charges and conditions listed and understand that additional charges may be incurred if these conditions are not complied with. Please complete the following and return this prior to commencement of hiring. | |
| We will make payment via:   * Invoice, and our purchase order number/reference is attached/is\*:   Click here to enter text.   * Card – contact details for obtaining payment are\*:   Click here to enter text. | |
| Signed: | Click here to enter text. |
| Print name: | Click here to enter text. |
| Position: | Click here to enter text. |
| Company: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email: | Click here to enter text. |
| Date: | Click here to enter text. |

**Schedule of charges from 26 June 2020**

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| **Description of equipment:** | **(all prices subject to VAT at current rate)** | | | |
| NB All weights are coated cast iron weights unless otherwise stated.  Where weights are delivered by us or our couriers you are only charged for the time you have requested them; eg up to 48 hours will be on your site ready for use by the date you require them and collected shortly thereafter. | Hire period – **up to 48 hours**  (eg Mon am to  Wed am, or  Fri am to Tues am) | Hire period –  **Per additional**  **working day**  **(24-hour period Mon-Fri)** | **Cleaning charges**  (per weight requiring cleaning on return) | **Refurbishment charges**  (per weight requiring refurbishment on return) |
| Hire of set of M1 calibrated 20kg bar weights  (50 per set = 1000kg) in steel transport cage | £58.00 | £19.00 | £2.00 | £14.25 |
| Hire of set of M1 calibrated 10kg bar weights  (100 per set = 1000kg) in steel transport cage | £90.00 | £29.00 | £2.00 | £14.25 |
| Hire of M1 calibrated smaller weights to complement other sets  e.g. 2 x 10kg, 1 x 5kg, 2 x 2kg, 1 x 1kg (6 per set) | £17.00 | £8.00 | £2.00 | £14.25 |
| Hire of smaller weights sets M1 calibrated  2kg to 1g (15 per set) (Brass weights) | £45.00 | £12.00 | £2.00 | £14.25 |
| Hire of set of UKAS M1 calibrated 20kg weights  (50 per set) in cage | £300.00 | £60.00 | £6.00 | £14.25 |
| Hire of set of UKAS M1 calibrated 10kg weights  (25 per set) | £250.00 | £40.00 | £6.00 | £14.25 |
| Hire of UKAS M1 calibrated smaller weights to complement other sets e.g. 2 x 10kg, 1 x 5kg, 2 x 2kg, 1 x 1kg (6 per set) | £55.00 | £18.00 | £6.00 | £14.25 |

**Additional services and charges (all prices subject to VAT at current rate):**

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| **Important note** **for damage and or loss** – The equipment, including cages, is checked for damage and photographed before despatch from our premises. It is the hirer’s responsibility to check the equipment on receipt and report any damage immediately. Failure to do so may result in charges for damage to equipment however caused. On returning the weights secure the cage with the security tag provided (inside cage lid). |
| **Charges for lost weights:**  Charged at manufacturer’s list price including VAT and replaced by us, plus any associated calibration and identification requirements. |
| **Charges for repairs or replacement of weights cases, or weights cages, and padlocks:**  Weights cases – charged at manufacturer’s list price including collection or delivery and VAT  Weights cages – charged at repairers list price including collection or delivery and VAT  Securing of cages – a security tag is put through the loop on the cage lid on despatch and a security tag is supplied inside the cage to be used for the return of the equipment. If a cage is returned without being security tagged any loss of weights may be charged for. |
| **Collection/delivery charges**:  For 20kg/10kg weights if the bespoke cages are not used as part of the hiring or where weights are not returned in their appropriate cages (colour coded and/or numbered), a manual handling surcharge of £25.00 per set per loading/unloading will be applied.  Using our vehicles – please contact us for a quotation.  Using couriers – competitive rates are available as cages facilitate use of a pallet courier; eg a cage containing 50 of 20kg bar weights to an NR postcode would be £34.00 plus VAT, a CM postcode would be £59.00 plus VAT. |