



Hire Procedures, Terms and Conditions

Out of School Toy Library

Play Service

1. Before borrowing your first item, you must complete an 'Out of School Toy Library Membership Application Form'.
2. You will then be issued with a catalogue and membership card. This card must be brought every time you borrow from the toy library.
3. The toy library will be open for you to drop in and hire equipment on **Thursdays between 9am and 4pm**. Please contact Trisha on 020 8825 9756 to book a time.
4. Hire on other days and times may be arranged through the Out of School Team under exceptional circumstances. It may be possible to arrange for your development officer to bring smaller items out to your setting during a pre-arranged visit.

Debbie Burrows - **T:** 020 8825 9764 **M:** 07525 893 472 **Email:** burrowsd@ealing.gov.uk

Karen Esprit - **T:** 020 8825 9758 **M:** 07525 893 473 **Email:** kesprit@ealing.gov.uk

5. You may borrow a maximum of **4 items** at a time.
6. Each loan will be for a maximum of **2 weeks** from the date of loan.
7. You are responsible for returning equipment by the return date in good condition / full working order.
8. In the event of damage / breakages you must inform a member of the out of school team when you return the item.

For all general enquiries regarding the toy library or to check availability of items please contact:

Debbie Burrows - **T:** 020 8825 9764 **M:** 07525 893 472

Email: burrowsd@ealing.gov.uk or

Trisha Osborn - **T:** 020 8825 9756

Email: posborn@ealing.gov.uk

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