Form signed in 2 copies by the student who hands over the equipment and the student who takes over the equipment.

Tallinn University Baltic Film, Media and Arts School

**FIELD TRANSFER OF THE EQUIPMENT FORM**

# In ................................................................................................ (location), \_ \_ . \_ \_ . \_ \_ \_ \_ at o’clock

............................................................................. (name) handed over and (name)

(hereinafter named the User) took over the following equipment in the fully working order:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of the equipment** | **Quantity** | **Comments and remarks** | **Marked OK on return to**  **BFM** |
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By taking equipment out on loan, the User accepts full financial responsibility for the security of the equipment during the loan period and any loss or damage, which occurs due to his/her negligence. The User is liable for any claim up to the purchase value of the rented equipment. In case the loss or damage is covered by the insurance there is an access up to 640 EUR on any claim for which the User is liable.

Name: …………………………………………..………

Signature: ………………………………………..……

Name (User): ………………………………………………

Signature: ……………………………………………………

*Filled on the return of the equipment*

The User has returned and the Leaser has taken back all the rented equipment \_ \_ . \_ \_ . 20 at o’clock.

*Remarks:*

The representative of the Leaser

(name and signature):

………………………………………………………………

The representative of the User

(name and signature):

………………………………………………………………