

## Victorian Feltmakers Inc.

### Equipment Borrowing Agreement

<b>Equipment Officer</b>	Penny Storey Email: pennyastorey@gmail.com
<b>Borrowing Rules</b>	<ul style="list-style-type: none"> <li>● Equipment is to be collected from, and returned to, the Equipment Officer at VFI meetings. If alternate arrangements are required, please contact the Equipment Officer to arrange this;</li> <li>● As for library books, borrowing period is for two months (between Meeting);</li> <li>● Members are able to pre-book items for workshop purposes or personal use;</li> <li>● Items are to be cared for and returned in good condition.</li> </ul>
<b>Charges</b>	<ul style="list-style-type: none"> <li>● <b>Refundable deposit:</b> A refundable deposit of \$20 for each item applies to all equipment for hire, provided items are returned in good condition;</li> <li>● <b>Borrowing charges:</b> Charges of \$5 apply to all equipment, except table raisers that incur no additional cost.</li> </ul>
<b>Instructions for use</b>	<ul style="list-style-type: none"> <li>● Please see instructions for use attached to equipment being hired.</li> </ul>
<b>Borrowers contact details</b>	<ul style="list-style-type: none"> <li>● Name:</li> <li>● Phone no./Address:</li> <li>● Signature:</li> </ul>

#### **Borrow details**

Date borrowed	Item No.	Deposit made (\$20) ?	Acknowledged receipt	Date of return	Deposit refund ?	Acknowledged receipt