

Victorian Feltmakers Inc.

Equipment Borrowing Agreement

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