

## APPLICATION TO BORROW CHAFT EQUIPMENT

CHAFT equipment kept in the Village Hall is available for temporary, short term loan by Charney Bassett and Lyford villagers provided it is not required by CHAFT or regular Hall users. "Short term" is typically from 1 – 3 days. No rental charge is made but a donation towards the maintenance and replacement of equipment is welcomed and should be made through the Booking Secretary. As an example, the cost of replacing a gazebo would be in excess of £700 and CHAFT wish to recover some of this through the generosity of those borrowing the equipment. As a guide a donation of £30 for the new gazebo and £10 for an old gazebo or the tables or the chairs would be appreciated. A completed Gift Aid form can add 25% to your donation.

Equipment must be collected from and returned to the Hall by the borrower and it is their responsibility to ensure it is returned promptly, in good condition and to reimburse the cost of any loss or damage. Storage of equipment at the Hall is limited and items must be put back in exactly the same place from which they were collected. The next person using the equipment will expect it to be clean and ready to use.

**An application to borrow equipment is made to the Booking Secretary on this form** and must include an agreed collection and return date and a contact telephone number. Any problem that could delay the return of equipment (such as ensuring a gazebo is dry before it goes back into store) must be reported immediately to the Booking Secretary.

By allowing villagers to borrow equipment, CHAFT are putting their trust in the consideration and generosity of those who wish to make use of this facility. Please help to ensure this trust is not abused. The Booking Secretary has the authority to refuse the loan of CHAFT equipment to anyone who cannot meet these requirements.

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Booking Details:

Name:..... Telephone:.....

Equipment to be borrowed:.....

Date of collection:..... Date of return:.....

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### Charney Hall & Field Trust Gift Aid Declaration

I, .....(full name)

Of (address).....

.....(postcode).....

wish Charney Hall & Field Trust (CHAFT) to reclaim tax on donations made by me until further notice. I understand that I must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on my donations in the appropriate tax year.

Signature.....Date.....

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For Booking Secretary – amount donated: