



TO All Leaders

SCHEDULE OF EQUIPMENT and SERVICES

This is just a reminder that the County has equipment which is stored at the Office and is available for your use. To help we have prepared a schedule of all the equipment and services for your reference. The schedule is enclosed with this memo.

CHARGES

Please note all training resources are free of charge. Other Equipment can be borrowed for a small fee. A small fee is payable for office services as detailed.

PERIOD OF HIRE

As you know the use of the equipment is very popular and it is necessary to book out any item you may wish to borrow through the office. The equipment may be collected from the office during the week before your event.

To ensure access and availability for all please note that equipment can be hired for seven days. It would be appreciated that the request for equipment to be returned to the office as quickly as possible after your event is respected. Longer periods must be agreed in advance.

AVAILABILITY

All items to be booked through the County Office (01296 487683) girlguidingbucks@btconnect.com as early as possible to avoid disappointment, all items should be returned as soon as possible. Please note collection/drop off during office hours:

Term Time: Monday-Friday 9am to 1.30pm

School Holidays: Times/days will vary

Thank you for your co-operation.

Karen Seegoolam
County Office Manager

Item		Charges
<ul style="list-style-type: none"> • Glass Engraving equipment • Pyrography Equipment • Badge making machine and badge materials (badge cover/back, laminate film and card disc) 	<p>.....</p> <p>.....</p> <p>.....</p>	<p>£10.00</p> <p>£10.00</p> <p>£0.20 per badge</p>
<ul style="list-style-type: none"> • PA System • Projection Screens • Extension Lead • 1 x Laptop Computer • 1 x Computer Projector (powerpoint) <p>If this is for use with own laptop. Please note it is strongly recommended that you borrow this specific piece of equipment before a presentation to ensure you are familiar with its operation and that it is compatible.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>If used for Training purposes no fee is charged. For other purposes a fee of £10 will be levied.</p>
<ul style="list-style-type: none"> • 5 x Expanda Display Banners - indoor use only (various themes/sections) • Display Boards 	<p>.....</p> <p>.....</p>	<p>No Charge</p>
<ul style="list-style-type: none"> • 2 Hot Water Urns • 3 Teapots • Cup Holders • Old Uniforms - for dress-up purposes • Display Uniforms 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>No charge</p> <p>No charge</p> <p>Uniforms to be booked through Caroline White, no charge.</p>
<ul style="list-style-type: none"> • Recruitment Literature and Leaflets <p>Small quantities are held in stock. Larger quantities can be supplied but 10 days notice is required to ensure receipt of stock from Trading.</p>	<p>.....</p>	<p>No charge</p>
<p>The following office services are available in the office</p> <ul style="list-style-type: none"> • A3 & A4 b/w photocopying • Risograph (bulk photocopying - A4 only) • A5 & A4 laminating • Paper trimmer • Spiral Binding Machine + plastic spines <p>Please bear in mind that we need as much notice as possible. Wherever possible, the distribution of information should be done through the County Exec Meeting or personal collection - not via post.</p>	<p>.....)</p> <p>.....)</p> <p>.....)</p> <p>.....)</p> <p>.....)</p>	<p>A minimal charge payable to cover costs</p>