



Palmy Rocks Booking Sheet

Name of Hirer _____ (person responsible)

Name of Organisation _____

Contact Phone number _____ Contact Email Address _____

Name of Event (If applicable) _____

Date of Event ____/____/____ (Circle day) Mon Tue Wed Thur Fri Sat Sun

Comments _____

Collection date _____

Return Date _____

Guidelines for hirers

- The kit is currently available free of charge for use at community events, functions, schools, day cares, kindergartens etc to be able to introduce Palmy Rocks to your clients or students. However donations would be welcome to help keep the kit stocked but not required.
- The kit has a contents sheet to assist hirers to ensure all stock is returned, and to record any issues or need for replacements to the kit.
- Hirers need to provide their **OWN ROCKS**.
- The kit is expected to be returned clean and tidy. All rubbish is to be disposed of appropriately by the hirer, and not left in the kit.
- All brushes need to be washed and stored either lying down or with bristles upwards. No Water is to be left in the kit.
- Where possible any towels should be washed before returning.
- Collection and return is expected to be within the normal operating hours of the VRC.

I accept responsibility for the kit and acknowledge these guidelines and agree to adhere to them.

Signed _____ Date _____ Name _____

Returned completed form to :

Volunteer Resource Centre Manawatu & Districts, Hancock Community House, 77 King Street, Palmerston North
or email to info@vrcmanawatu.org.nz Phone 06 354 6027

Office Use:

Date booking taken ____/____/____ Calendar Checked **Y N** Booking Loaded ____/____/____

Booking **Confirmed** or **Declined** (Circle) If confirmed – Email/phone Kit checked on return – issues noted