

HWSD GUILD TASMANIA EQUIPMENT HIRE POLICY STATEMENT

Policy number	105	Version	2
Drafted by	Sue Hastie & Brian Smith	Approved by Committee on	14/8/25
Responsible person	President	Scheduled review date	2027
<i>Handweavers, Spinners and Dyers Guild of Tasmania Inc. Constitution of 2021</i>	Clause 3	<i>Committee review and approval of changes</i>	<i>August 2023.</i>
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EQUIPMENT HIRE POLICY

Introduction

The Handweavers, Spinners and Dyers Guild of Tasmania holds a store of equipment across a number of centres in the State. Equipment ranges from looms and spinning wheels to materials and items needed to mount displays, workshops and any other activities that furthers the aims of the Guild.

Aims of the Equipment Store

The Guild maintains a store of equipment to:

- Promote the aims of the Guild.
- Provide the means to demonstrate and teach skills and techniques to the public and members.
- Provide opportunities to members to experience types of equipment prior to personal purchase.

Quality of Equipment

The Guild is committed to maintaining high-quality, up-to-date equipment to support excellence and reliability in all activities.

The Guild will ensure equipment is well-maintained to ensure high standards and safe use.

Eligibility for use of equipment

- Only financial Guild members may hire Guild equipment and take them to their homes.

Use of Equipment

- Members may use Guild equipment at Guild meetings or Guild sponsored events such as workshops.
- Members may take equipment away from the Guild once the Equipment Hire Form has been completed and the hire fee has been paid.

Use in public or Guild sponsored events

- Any item of equipment can be used in a managed setting to support the aims of the Guild.

Hiring procedures

Members wishing to hire equipment to take away from the guild must, complete the Equipment Hire form and pay the hire fee.

Fees charged equate to the value of the item but can be waived at any time at the discretion of the Equipment Officer or responsible officer within a group.

Accountability

- All members who hire equipment from the Guild equipment store are accountable for the item hired while it is in their possession. Losses can be recouped.

Insurance

All equipment owned by the Guild is covered by Guild insurance. Once equipment is taken into private homes it becomes the responsibility of the borrower.



AUTHORISATION

Sue Hastie, President

14 August 2025

Handweavers, Spinners and Dyers Guild Tasmania INC

Policy number	105	Version	2
Revised by	Brian Smith & Sue Hastie	Approved by Committee on	14/8/25
Responsible person	Brian Smith	Scheduled review date	2027

EQUIPMENT HIRE PROCEDURES

Eligibility for use of equipment

- Must be a financial member of the Guild.
- Payment of a hire fee in accordance with hiring fee structure.

A membership period of 6 weeks may be imposed before a new member is permitted to hire an expensive piece of equipment. This requirement is left to the discretion of the Equipment Officer or responsible officer.

Use of Equipment

- Members may use Guild equipment at Guild meetings or Guild sponsored events such as workshops.
- When attending a Guild workshop, participants will be able to take equipment used in the workshop home for a period of two weeks between **and/or after** the completion of the program for **one week**, to finalise their work. Such equipment **will** require a deposit to the Guild to ensure its return. After this period, normal hire fees will apply.
- Care must be taken to ensure items are returned in good working order.
- Members may hire spinning wheels and looms by paying a refundable deposit of \$50 and a hire fee.

Hiring procedures

Members wishing to hire equipment to take home must:

- have the item noted in an Equipment Hire Register including the date of hire, the expected date of return and the address at which the item will be housed.
- pay the relevant hire fee in advance to the Equipment Officer or responsible officer. Amount paid to be noted in the register.
- sign and date the original hire entry in the register when the item is returned.
- A refundable fee of \$50 must be paid when hiring spinning wheels, drum carders and weaving looms.
- Maximum period of hiring is 8 weeks. This can be increased at the discretion of the Equipment Officer or responsible person.

Fees charged equate to the value of the item but can be waived at any time at the discretion of the Equipment Officer or responsible officer within a group.

Accountability

- An inventory of equipment held in the store is maintained by the Equipment Officer or responsible officer at each location.
- Larger pieces of equipment will be labelled with the Guild name and a number.
- A stocktake of equipment is undertaken annually in January and an up to date list is provided to the Treasurer to form part of the audited financial statements submitted to the Annual General Meeting in March each year.

Acquiring and Disposal of Equipment

- Equipment will be purchased new or second hand at the discretion of the Equipment officer, President and Guild committee.
- Equipment may be donated or bequeathed.
- Periodically equipment will be removed from the store at the discretion of the Equipment Officer or responsible person.

• EQUIPMENT HIRE FEES

SCHEDULE OF EQUIPMENT HIRE FEES	
Item type	Weekly Fee
SPINNING	
Spinning wheels Joy, Kiwi and Majacraft	\$6.00
Deposit of \$50.00 for the above wheels	\$5.00
Spinning wheels Ashford	
Spindles, drop and supported	\$2.00
Carders	
Hand	\$5.00
Flick	\$2.00
Drum	\$5.00
Drum carder, Ashford	\$6.00
Niddy noddy	\$1.00
Swift	\$5.00
Ball winder	\$5.00
Lazy Kate	\$5.00
Wool combs	\$5.00
WEAVING	
Looms floor	\$6.00
Looms table	\$5.00
Rigid Heddle and Knitters	\$5.00
Inkle	\$2.00
Tapestry	\$2.00
Warping board	\$5.00
Warping mill	\$5.00
Fringe twister	\$5.00
OTHER ITEMS	
Hat blocks, simple	\$5.00
Hat blocks, 4 piece	\$10.00
Dyeing equipment	negotiated

AUTHORISATION

Sue Hastie, President

14 August 2025

Handweavers, Spinners and Dyers Guild Tasmania INC

HWSD GUILD TASMANIA *WORKSHOP* EQUIPMENT HIRE AGREEMENT

Full Name (Print): _____ Phone number: _____
Address: _____ Postcode: _____
Email Address: _____ Member Number: _____

I, _____ (Name) agree to the following equipment hire conditions:

- A refundable deposit of **\$50.00 cash** when taking HWSD equipment after a workshop.
- A guarantee that should the equipment be returned damaged; I will replace item/s at replacement cost within _____ (specified time frame)
- A guarantee that if the item/s is/are not returned, that it/they will be replaced, at **new** replacement cost, within _____ (specified time frame)

I have hired the following equipment:

1. _____
2. _____
3. _____
4. _____
5. _____

I have read and agree to the terms and conditions of the HWSD Guild Equipment Hiring Policy.

Date of Hire: _____ Date to be Returned: _____

Borrower's Signature: _____ Date: _____

To be completed on return of Items

Date Returned: _____ Received and checked by: _____ (print name)

- All items in good order:
 Items missing or damaged: _____

Signature:

HWSD GUILD TASMANIA EQUIPMENT HIRE AGREEMENT

Full Name (Print): _____ Phone number: _____
 Address: _____ Postcode: _____
 Email Address: _____ Member Number: _____

Items that Require a \$50 refundable Deposit
All spinning wheels
All weaving looms
Drum carders

I, _____ (Name) agree to the following equipment hire conditions:

- Pay a refundable deposit of **\$50.00 for each single piece of equipment listed in the table above**
- Pay a hiring fee in accordance with the Guild hire fees.
- I guarantee that should the equipment be returned damaged; I will replace item/s at replacement cost within _____ (specified time frame)

I have hired the following equipment:

1. _____
2. _____
3. _____
4. _____

I have read and agree to the terms and conditions of the HWSD Guild Equipment Hiring Policy.

Fee Paid: \$.....

Date of Hire: _____ Date to be Returned: _____

Borrower's Signature: _____ Date: _____

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To be completed on return of Items

Date Returned: _____ Received and checked by: _____ (print name)

- All items in good order:
 Items missing or damaged: _____

Signature: