



# Hand Weavers and Spinners Guild of NSW Inc

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## HIRE AGREEMENT

### Conditions of Hire

1. Only financial members of the Guild may hire equipment.
2. If you want to take equipment out of the rooms, you must pay the deposit and hire and sign the Hire Agreement form.
3. Deposits should be by cheque or credit card and will be held until after equipment is returned in good order to the Guild rooms and then will be returned to the hirer or destroyed.
4. Hiring fees are to be paid in advance and are calculated on a calendar month basis.
5. Please keep the equipment in good working order and report any wear and tear. The cost of any major repairs that need to be made as a result of damage during the hire period will be taken out of the deposit.

### Looms

When transporting looms immobilise the heddle frames to prevent screws loosening. Screws on heddle frames should be checked and tightened occasionally, replacements are available from the Guild.

Springs: do not stretch the springs by leaving shafts raised whilst you are not weaving.

If it is necessary to change heddles from one shaft to another, please return them to the original shafts and make sure they face the same direction as the existing ones.

Please remove any replacement heddles and clean fluff from beater channel.

### Spinning wheels

When returning, please make sure you return all bobbins and remove all spun yarn.

### Carders and Handcards

When you return them, all fibre is to be removed, preferably with vacuum cleaner.

### Classes

Monthly hire rates are half the full rates while lessons are in progress, however the deposit rate stays the same. Equipment hired outside class terms is generally charged at the full rate unless the student has re-enrolled in the next term's classes and filled out a Hire Agreement for the following year.

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### Equipment:

Article and Stock No ..... Student Y/N .....

With accessories of .....

Deposit \$ ..... (Cheque/CC) Monthly Hire Amount \$ .....

Start date of Hire .....

### Hirer Details:

Name .....

Address .....

Phone ..... Email .....

I agree to abide by the above conditions and pay ongoing fees before they fall due.

Signature of Hirer ..... Date .....

Person organising the hire must enter all details in the Equipment Register.

Hirer must notify the Equipment Officer when equipment is returned.