

The SunSmart Shade Loan Programme



**Thank you for promoting SunSmart practices during your event.
Please return this form with all sections completed.**

A. Event: _____

Start date & time: _____ End date & time: _____

Organisation: _____

Contact person: _____

Phone Number: _____ Email: _____

Contact person collecting equipment: _____ Phone Number: _____

Please note: 1 person must be available for contact at the event and to be responsible for lowering the tent during windy conditions.

B. Please give a brief description of your organisation and/or your event:

Event aims: _____

Target audience and expected numbers: _____

C: Items Requested:

Marquee: _____ Sunscreen Stand/s with sunscreen: _____

Collection and return: Specify the exact day and date for your pick-up and return.

Collection and return times are as follows: Monday: 10:00 AM and Friday: 9:00 AM - 4:00 PM

Pick up date and time: _____ **Drop off date and time:** _____

Vehicle Requirements: Please use a large car or station wagon for transporting the marquees. Ensure you have at least two people to lift and carry the marquees, as they are large and heavy.

Scheduling: Important Notes: Adhere strictly to the specified pick-up and return times. Park in the driveway of the Cancer Society office at 102 Hardy Street, Nelson (next to Lone Star). Pick-up is at the back of the building.

Agree to Conditions of Hire* please read page 2 of this document and sign to agree to the terms of hire

Motueka Centre

Kōwhairangi
218B High Street, Motueka 7120
03 528 7669

Nelson Centre

102 Hardy Street, Nelson 7010
PO Box 335, Nelson 7040
03 539 1137

A. Conditions of Hire

- Cancer Society Nelson Tasman provides shade loan for local community not for profit groups for local community events. If you are selling tickets to an event you can still use our shade loan but there will be a small cost. Please contact us for more information.
- Cancer Society Nelson Tasman will not take any responsibility for any personal injury or damage to property; this must be covered by the borrower's public liability insurance.
- **The shade tents must be used for protecting people and not merchandise or cooking.**
- **\$100 deposit by eftpos or cash is to be paid on collection**, which will be refunded on return of equipment in good condition. No refund will be given if the equipment is damaged, lost.
- The borrower must pay for any damage to the shade structure(s).
- If the shade structure(s) is stolen the borrower will be charged the replacement costs.
- **Marquees must be dry before return.**
- If the shade structure(s) are returned and require cleaning, all costs incurred will be charged to the borrower.
- Shade Structures and equipment must be returned by the agreed date and time on previous page, failure to do this will result in your deposit being forfeited.

B. In partnership with Cancer Society Nelson Tasman, we expect you to:

- Raise the profile of our Cancer Society branded sunscreen.
- Ensure that the sunscreen is applied correctly as recommended by the Cancer Society.
- Ensure that event organisers wear appropriate SunSmart clothing including a hat and sunglasses during an outdoor event.
- Promote SunSmart, Smokefree, Nutrition, Physical Activity cancer awareness messages. (Posters and/or information can be provided if requested)
- Smokefree events are to be totally smokefree/vape free for the entire event. This includes the venue and the immediate grounds.
- Acknowledge the Cancer Society's assistance at your event – eg with regular SunSmart announcements.
- If the event is to be advertised, reference should be made to SunSmart, including the logo.
- The organisers should role model SunSmart behaviour.

Please explain how you intend to meet the above criteria at your event: _____

In the event of any problems please contact Cancer Society Nelson Tasman on 03 539 1137 during normal office hours.

I will take possession of the above equipment in safe order and condition in accordance with agreement of the above conditions, which I have read before signing.

Signature of Borrower: _____

Date: _____