

# PLAY STENCILS

Agreement for Hire (hard copy and digital version)



Name of organisation:

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Authorised person responsible for the stencils:

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Position in organisation:

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Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Pick-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Stencils are available for loan for 1 week maximum, with pick up and drop off times during work hours only (8.30 am-5 pm, Monday to Friday). Stencils are to be picked up and dropped off at Nuku Ora, Level 1, 223 Thorndon Quay unless prior arrangement.

I acknowledge that the stencils taken on loan are in good order and condition and that they will be returned in the same clean condition and working order.

I further acknowledge that my organisation will be responsible for meeting any necessary costs arising from any loss, repair, damage, or replacement of the equipment. The cost of any individual stencil is \$120 + GST + freight for the smaller stencils and \$180 + GST + freight for the larger ones. I will notify Nuku Ora of any damage incurred by ourselves.

Please ensure you have gained the approval of any property owner before using stencils within their spaces/grounds. Nuku Ora does not accept any responsibility for any damage to property caused by the use of the stencils while they are on hire.

Please also note:

- These stencils are very heavy and need to be handled with care.
- They must be transported in their case/ package.
- Please keep them stored flat at all times.
- The stencils must come back clean and tidy.
- Please see surface preparation, paint and care information here and cleaning tips on the reverse side.

Signature: \_\_\_\_\_

**Stencils Loaned**

**Stencil Pack 1** Hopscotch (4) and Fitness Circles (5) + Mirror Me (1) = 10 stencils

**Stencil Pack 2** Maze (4) and Cracks Maze (4) = 8 stencils

**Stencil Pack 3** Numbers (Numbers; Numbers Plus; Numerals - 3) & Letters (Capital Letters, Lowercase Letters - 2) = 5 stencils

**Stencil Pack 4** Shapes (Splat-1; Circle Target-2; Box-1; Various lines-1; Bird prints, paw prints, footprints, arrowheads + koru-1; Wiggly line, half circle + small circle-1; Flower + leaf-1; Star, heart + rectangles-1; Diamond, triangle, square + circle-1) = 10 stencils

The equipment outlined above has been returned, checked, and is in good order and condition.

**Signed on behalf of Nuku Ora:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Care and Cleaning of the Stencils:**

- Please ensure that the play-on-your-way stencils have been cleaned before returning.
- Spray the stencils with cooking oil to help with the clean-up.
- The easiest way to clean the markings is to wipe off/scrub carefully while the paint is still wet, you may use turps or other cleaning products.

