



## **ELLIOTT HIRE PROCEDURES**

### **RECEIVING OF BOAT AND EQUIPMENT:**

1. A booking form is filled in and approved by the relevant person (David LeRoy, Jane Richards, Ian Fox)
2. When the hirer comes to the office to get the key for sails, grab bag and sling. They are given a safety management plan to read and sign.
3. Once the Safety Management Plan is signed and returned to the office the hirer is given the key to the sail locker and Race Managers Office for the grab bag and sling. They are also given an Elliott maintenance form to be filled out at the end of the hire.
4. The key is returned to the office.

### **RETURNING OF BOAT AND EQUIPMENT:**

1. Hirer comes to the office to receive the key to replace the sails, grab bag and sling. This is not to be given out until the hirer returns the completed maintenance form.
2. Hirer returns sails to sail locker, grab bag and sling to Race Managers office.
3. Hirer returns key to the office.