

Alberta Council Program Committee owns 10 sewing machines for Alberta Council sponsored events, and makes these machines available for use by Alberta Council units.

- 5 machines are kept at the Alberta Council office in Edmonton.
  - 5 machines are kept with a Calgary custodian
- A record of the serial numbers is maintained at the Alberta Council office.

SEWING MACHINES WILL NOT BE SHIPPED – they must be picked up from either the Edmonton or Calgary location. Booking forms can be sent to:

[any-info@girlguides.ca](mailto:any-info@girlguides.ca) to book the machines held in **Edmonton**

[johansen.eileen@gmail.com](mailto:johansen.eileen@gmail.com) to book the machines held in **Calgary**

Request Date: \_\_\_\_\_ Requested Pick Up Date:

Date of Event: \_\_\_\_\_ Date of Return\*: \_\_\_\_\_

\*Machines are to be returned within 3 days of the event.

Number of Machines Requested: \_\_\_\_\_ Pick up Location: Edmonton          Calgary

Name of Person Booking Machines: \_\_\_\_\_

Guiding Area and District: \_\_\_\_\_

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

A **deposit** is required of \$100 per machine, to a maximum of \$500.00. Cheques only, payable to GGC, Alberta Council.

**Name and Signature of Person Picking up Machines:**

\_\_\_\_\_

List Machine Numbers Borrowed (numbers are listed on the side of the base):

\_\_\_\_\_

Date Deposit Received \_\_\_\_\_ Chq # \_\_\_\_\_ Amount \_\_\_\_\_

Date all machines returned with carrying cases: \_\_\_\_\_

Verify Condition (note any problems – use back if needed)

\_\_\_\_\_

Confirm return of: a) **foot pedals**   b) **power cords**   c) **bobbins**   d) **instruction booklets**

Received By: \_\_\_\_\_