



# Event Cycle: Terms and Conditions for Donation Recipients

Thank you for joining our collective. You are the most important part of our cycle because you are giving life to items that would otherwise have been sent to landfill. So, thank you.

In order for us to operate our model and to offer a fair and open process to all involved parties, we have a set of guidelines for those receiving donations. We ask that you read and acknowledge each item and contact us should you have any specific queries.

## ITEM DONATION

1. We aim to distribute items on a first come first serve basis but with a local first approach. Please do let us know if you have any specific requests which we can keep on file should those items appear. We will then be in touch if you are first on the list and the nearest to the item location.

## ITEM COLLECTION

2. We expect items to be collected in a timely manner. We usually deal with tight timelines and we may only have a small window of time available. We will agree on this with you in advance. If, however, you are unable to make a collection, please let us know as soon as possible to ensure we are able to deal with the impact this will have.

## ITEM CONDITION

3. Items donated are likely to have been previously used within an event setting. Therefore, items may not be provided in perfect condition.
4. Event Cycle cannot be held responsible for items that do not function as required or that break on use. Whilst we will do our utmost to make sure items donated are of the highest quality, we are not safety experts, carpenters or structural engineers. Therefore, if you are unsure about using an item, please refrain from doing so.

## ITEM USE

5. Items are donated in good faith and with the agreement that they will be put to use for a charitable purpose. If we find that items are not being used for the



agreed purpose or the service is being abused in any way, we will cease to continue the relationship and may seek to regain the products donated.

6. On occasion, items donated will feature brand names, for example on graphics or stationery. Branded items that have been donated are done so with the understanding that the end-user, your organisation, will be the sole user of these items. We do not expect to see branded items appearing in any situation which would affect the integrity of the brand featured. Abuse of this condition could result in further action being taken by the brand, agency or Event Cycle.
7. We ask that when the items are finished with, if they can be reused or repurposed, please make sure this happens. If suitable, please make contact with Event Cycle again and we will see if we can help. Let's keep the circular economy going!
8. Items that have been donated and then used which cannot be repurposed or recycled should be disposed of in a responsible manner through the correct waste streams. We do not tolerate fly-tipping and do not expect to find items, donated in kind, to be disposed of in this way. Abuse of this condition could result in further action being taken by both ourselves and the donator of the items.

If you are signing on behalf of your company or organisation you represent and warrant that you:

- (1) have the full legal authority to bind your company to these terms and conditions;
- (2) have read and understood the Terms and Conditions for Donation Recipients; and
- (3) agree to the Terms and Conditions for Donation Recipients on behalf of your company or organisation.

If you do not have the legal authority to bind your company, do not sign the signature box below.

**Signature:** .....

**Signed by:** .....

**Organisation:** .....

**Date:** .....

We will ask for an updated signed form every 6 months where our services are regularly used.