



## Badge Maker Loan

The Children's Ministry Department of the SEC has a badge-maker machine for you to loan. You are very welcome to borrow it. It makes badges, key rings, bottle-openers, mirrors and magnets that are 55mm in diameter – please confirm whether your preferred badge components are in stock when ordering.

### Borrowing the Badgemaker

To borrow the machine you need to:

1. Book your exact dates for collecting and returning the badge-maker with the departmental secretary on [cm@secadventist.org.uk](mailto:cm@secadventist.org.uk), or 01923 232728. It is very heavy and needs to be collected and returned to the office by someone who has a car.
2. Send a separate cheque made payable to 'South England Conference' for £50 as a security deposit, which will be returned to you when you return the badge-maker.
3. Purchase the badge components from us (see prices below).
4. **Or** order your components directly from the manufacturer if you plan to make large amounts of badges, mirrors, or magnets or key rings as we cannot afford to carry lots of stock.
5. Read the instructions for use very carefully as it is an expensive machine and there are also health and safety rules you need to consider, such as anchoring it to a secure surface with the D-clamps. If these clamps do not fit the surface you have, you will need to find appropriate clamps yourself from a hardware store.

### Prices for components

<b>Badges with pin backings</b>	<b>15p per badge</b>
<b>Mirrors</b>	<b>50p per mirror</b>
<b>Magnets</b>	<b>60p per magnet</b>

Components are available from The London Emblem Company at [www.londonemblem.co.uk](http://www.londonemblem.co.uk), or call them on 01329 822900.

Help for using the machine is available from [www.badgeworx.com](http://www.badgeworx.com) or by calling us at the office on the number given above during usual office hours.

## Loan Booking Form

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Collection date: \_\_\_\_\_ Return date: \_\_\_\_\_

I agree to read and follow the instructions for using the machine very carefully and to follow all the safety procedures as described in the brochure (attached to this form). I will unlock the machine in the manner described, using the 'key' supplied and relock the machine when I have finished, to ensure its safety during transportation, and to prevent the machine from being damaged in transit.

The badge maker is a strong machine that should not be damaged in normal use. I agree to forfeit some or all of my £50 deposit if the badge maker is damaged or lost while the machine is in my care.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Components Required:

	<b>Number of components needed</b>	<b>Total cost of components</b> eg number of badges required x 0.15	<b>Total enclosed</b>
<b>Badges with pins</b> £0.15 each			£
<b>Bottle Openers</b> £0.35 each			
<b>Mirrors</b> £0.50 each			
<b>Magnets</b> £0.60 each			

**Please also include a separate deposit cheque of £50 to be returned to you when the badge-maker is returned in good and working condition.**

**All cheques must be made payable to SEC. Thank you.**