



EVENT SPARES BOX - INSTRUCTIONS

Inside the Box

- This box must be returned in the condition it was found
- This box must be kept out of the rain as it is not water tight. Any damage caused due to water will be charged to the hirer
- You will be charged for any packet that has been opened

Before the Event

- Book box ideally at least a month before your event
- Pay for £90 hire cost at least two weeks prior to the event
- Confirm address and contact details for drop off and collection

2 Days Before Event

- Box arrives at specified location
- Check box condition – any issues please email hebe@ksail.co.uk

Day Before Event

- Ensure you have an allocated Bosun, who is briefed on how the Event Spares Box work
- Check over your boats/boats hired and ensure they are all in working order

Day One of Event

What happens

- Item breaks (e.g. mast gate)
- Retrieve list from box, look for mast gate, identify replacement will be found in Box 2
- Break security tag on Box 2
- Retrieve mast gate from Box
- Cut out of packing
- Keep packaging
- Fit new mast gate ASAP
- Mark on list of items by ticking next to “mast gate” and writing 1
- Repeat for every item used

End of Day One

- Collect all packets up together and put inside the box
- Ensure all the packets you have kept have also been marked off correctly on the list
- Close up box and place somewhere dry and secure overnight

Day Two of Event

- Repeat as you did on day one for any breakages

End of Event Pack Up

- Put all items back into relevant boxes
- Put all boxes back into the main box
- Ensure all used packets are also packed into the main box
- Mark contents list with every item used, photograph it
- Put contents list back in box
- Retrieve postage labels from box
- Properly seal and secure the box
- Attach postage labels to the outside of the box
- Email photograph of contents list to hebe@ksail.co.uk by Sunday night/evening of final day of the event
- Ensure box is at the correct location for collection the following day. This box will likely be heading to multiple events this year which could mean back-to-back bookings, a missed collection could mean another event doesn't get the box in time for their event, negatively impacting the sailing community, please ensure you do not miss your collection slot/time.
- Once we have received the list of items used, we will package new ones ready for the box to arrive

After the Event - Box Arrives Back at kSail

- When the box arrives, we will check it for any damage or issues
- We will cross check with the item list we sent out and the items remaining in the Event Spares Box, in addition to the empty packets you have returned. You will be charged for any items that haven't been marked off but are missing, or whose packets have been opened. However, you will receive a discount on all items if the list matches up perfectly with the items we believe have been used/opened.
- We will compose an invoice of the items used and email this over to you.
- Once this invoice is paid, that is the end of the Event Spares Box hire process and we hope you will use it again in the future.
- We also welcome any feedback and suggestions as it is a new venture and we want to make it the most efficient service possible.

