# Equipment Hire

## Erg hire

We invoice out erg hire quarterly.

1st Jan- 31st March

1st April- 30th June

1st July – 30th September

1st Oct – December 31st

Make sure that the equipment hire payments go into the year’s accounts which they were hired in. That way we get nicer comparable figures from year to year so can see if we are getting more or less than usual. I also try to keep tabs of it in one of the sheets in the current account document.

City and Xpress like to get the breakdown spreadsheet emailed to them with their invoice.

Find all our their bookings under ‘City’ or ‘Xpress’ user name in the download of the ergo booker which the webmaster will send you.

You then need to use the invoice templates in the Dropbox. The excel sheet (if you use it right) add everything up perfectly just make sure the sum ranges drop over all the data you paste in from the erg booker .csv. But in summary, the .csv gives the start and end slots chosen by whoever did the booker which you can convert to the actual time with my lookup table in excel. The total time in hours = (end slot – start slot + 1) / 4. The ergs are numbers 0 – 7. £2 pppe.

St. Marys are a bit different, we have an agreement with them that they pay £16 per session, so it doesn't matter what they book just charge per instance. There’s a slight quirk on the booking that if you book 8 ergs as two blocks of 4 at the same time, its two separate bookings so make sure you don’t double charge for the same session. Just one per date usually does it!

These come up under Susan Brown on the erg booker.

Ergs: [https://www.srcf.ucam.org/phpmyadmin/](https://l.facebook.com/l.php?u=https%3A%2F%2Fwww.srcf.ucam.org%2Fphpmyadmin%2F&h=ATMl-qRQruDnw0ZlX9dlXeQQY1KUCrfc4T_8bDqbZ27NgxgczycZpWAF3PwQQSfNp7GaPC54ZZ-Hto-_ds3YfJPBZV-IbQYyOilMAvq0IY37aNWvZsnc_0N3lPbU9S-c2NqE3a9oQ0xV)User: christsbc  
PW: Ergsdontfloat!1

Details for invoicing are:

Xpress: [treasurer@xpressbc.org.uk](mailto:treasurer@xpressbc.org.uk)

City: [treasurer@cityrc.co.uk](mailto:treasurer@cityrc.co.uk)

Sue Brown (St Mary's School): [susanbrown66@btinternet.com](mailto:susanbrown66@btinternet.com)

Can be worth copying in the secretary at St Mary’s too ([ksimms@stmaryscambridge.co.uk](mailto:ksimms@stmaryscambridge.co.uk))

## Boat Hire

We don’t use the ergo booker system for boat booking any more, Kate will let you know how many sessions to invoice people for when they hire boats (Kate to advise).

Typically £25 a session.

## Weights Room

We have arrangements with both City and Chesterton for weights room.

##### Chesterton

Chesterton have paid £160 for 8 weeks of Monday and Tuesday nights. Previous payments have been made in advance.

Payments arranged by Kate- is this right?.

##### City

City pay for this yearly- at their choice not ours. We could change this if you want!

Kate to advise on charging City.

## Racking

Mostly on an as agreed basis, hence, discrepancy between Ben and Nicholas. Trying to edge scull racking towards £150 a year (Kate?).

All probably TBC given the BH rebuild?

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| **Boat** | **Contact** | **Invoicing Period** | **Charge** |
| Wooden VIII | [john.dent@xpressbc.org.uk](mailto:john.dent@xpressbc.org.uk)  treasurer@xpressbc.org.uk | 1st Oct- 30th September  (Expires 30th Sept 2015) | Invoice £340 / year |
| Fluid 1x | Ben Redman  [mightyben@gmail.com](mailto:mightyben@gmail.com) | 1st May 2014 and 30th April 2015 (Need to invoice this!) | Invoice £150 /year |
| Janousek 1x | Nicholas Cutler  [ncc25@hermes.cam.ac.uk](mailto:ncc25@hermes.cam.ac.uk) | 1st Oct- 30th September  (Expires 30th Sept 2015) | Invoice £125 / year |
| Hans Solo 1x | Laura Clack  [laurajaneclack@hotmail.co.uk](mailto:laurajaneclack@hotmail.co.uk) | Monthly  (Started 10th Nov 2015) | £11/month  (pays by standing order) |

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| Name | Email Address |
| Sarah Airey |  |
| Nicholas Cutler | [ncc25@hermes.cam.ac.uk](mailto:ncc25@hermes.cam.ac.uk) |
| Fiona Knights |  |
| James Collier |  |
| Gytha Lodge | thesolitarygyth@hotmail.com |
| Jeremy Preddy |  |