**Manchester City Council**

**Surplus Furniture Expression of interest form**

Please complete the following form. Once complete, return to ***e.hughes1@manchester.gov.uk***

|  |  |
| --- | --- |
| Organisation Name |  |
| Organisation Address |  |
| Contact Name |  |
| Telephone Number |  |
| Email |  |
| Please indicate what type of furniture you are interested in:  |  |
| What would you use the furniture for? (if you have any reports that highlight the work of your organisation please attach it to the same email that you use to return this form) |  |
| Where would the furniture be used? |  |
| Do you intend to pass on this furniture to other organisations? (If so, please state the name of the organisation and indicate whether they are not-for-profit)  |  |
| Please confirm that you are able to arrange your own transport to collect this furniture. |  |

Please note that if you are allocated furniture you will be required to sign a waiver form declaring that you will not hold Manchester City Council liable for any future issues arising from the use of the furniture.