

UCSA Equipment Request Form for Clubs and Societies



1. Please complete this form and send it to production@ucsa.org.nz.
2. Note that we require a minimum of three working days to process requests
3. Requests are taken on a first-come, first-served basis.
4. Once a request is received we will check the availability of the equipment, confirm the booking by email and agree collection and return appointments.
5. We cannot guarantee that all equipment listed will be available.
6. Equipment is provided free of charge to UCSA clubs and societies, but we will charge a fee if the equipment is lost, damaged or soiled.
7. Equipment will be made available from one of these three locations in Harae-roa:
UCSA reception, The Garage or the Ngaio Marsh Theatre loading dock.
8. The hirer is responsible for equipment collection and return, and must book an appointment for each during Mon-Fri 1400-1615 (excluding public holidays).
9. The hirer must pay a bond on a card (usually \$50), to be refunded when the equipment is returned on time, entire, undamaged and clean.

Contact Details			
Name of club/society:			
Full name of the contact person:			
Email:		Mobile:	
Event Details			
Name of event:			
Date of event:		Start time:	
Venue:		Finish time:	
Is the event ticketed?	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
Expected audience profile:		Expected audience size:	
Please describe your event:			
Is the event weather dependant?		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Do you have an alternative venue in case of wet weather?			
If so please list the name of the alternative venue:			
Have you set a postponement date? What is it?			
Collection & Return of Equipment (only available Mon-Fri 1400-1615, excluding public holidays)			
Collection date:		Collection time:	
Return date:		Return time:	
N.B. equipment can only be collected and returned at your agreed appointment times, which must be Mon-Fri 1400-1615, excluding public holidays			
Name and mobile number of person collecting equipment:			
Name and mobile number of person returning equipment:			
Signature			
I agree to the Terms and Conditions of Hire outlined below and acknowledge that I am authorised to make this booking on behalf of the club/society detailed on this request form.	Signed:		
	Name:		
	Date:		

Items Available For Hire – Please Enter Number Required		
Item	Description	No. Required
BBQ - portable	Fits in a car boot, includes one bottle of gas (N.B. cleaning fee if returned dirty)	
BBQ - trailer	The UCSA no longer owns this, so please go to: thehirestore.co.nz/kitchens/	Not applicable
BBQ Toolkit	Cooking and cleaning tools	
Caged Trailer	Max. payload: 2.5m long x 1.3m wide x 0.9m high	
Camera Tripod	Manfrotto Compact Action (aluminium)	
DSLR Camera	Canon EOS 700D (stills and video)	
DSLR Camera	Sony Alpha 200 (stills only)	
EFTPOS Payment Terminal	Cellular connected and battery powered	
Gazebo - large	6m x 3m	
Gazebo - small	3m x 3m	
Gimbal	DJI Osmo Mobile 2 (stabilises mobile phone video)	
Headphones	Philips SHL3300 (terminated in 3.5mm stereo jack)	
Hot Water Urn	10 litres	
Mains Extension Cord	10A (assorted lengths)	
Mains Multibox	10A with minimum four sockets	
Microphone And Stand	Shure SM58 with tall boom stand	
Microphone Cable	FXLR-3 to MXLR-3 (assorted lengths)	
PA Speaker	1 x Ampro XRS10P active speaker and stand (for use in addition to PA system)	
PA System	2 x Ampro XRS10P active speakers with stands 1 x Shure SM58 microphone with tall boom stand 1 x aux cord (3.5mm jack to M-XLR) 3 x mains extension cords (assorted lengths) 3 x FXLR-3 to MXLR-3 (assorted lengths)	
Phone/Tablet Table Stand	Holds devices of a range of sizes for filming	
Plastic Drinking Water Container	20 litres (with tap)	
Projector Kit	1 x Panasonic PT VZ470 projector 1 x IEC power cable 1 x HDMI cable 1 x HDMI to USB-C adapter	
Projector Screen	Screen 1.77m wide, adjustable height to max. 1.57m	
Radio Mic System	Røde Go II - two mics/transmitters and one receiver	
Stage Deck - rectangle	2.4m x 1.2m (note - unlikely to fit in your car)	
Stage Deck - square	1.2m x 1.2m	
Stage Deck Leg - long	900mm	
Stage Deck Leg - short	425mm	
Trestle Table	1.8m x 0.75m	
Wireless Clicker/Pointer	For use with laptop when giving presentations	

If what you're looking for isn't above, contact us at production@ucsa.org.nz and we will try to help.

Terms and Conditions of Hire

Bond

- The hirer must pay a bond of \$50 to the UCSA by credit/debit card when equipment is collected.
- Occasionally the amount of the bond may increase depending on the nature of the hire.
- The UCSA will notify the hirer of the bond amount when the booking is confirmed.
- The bond will be refunded upon satisfactory return of the equipment.

Pickup and Return of Equipment

- It is the responsibility of the hirer to arrange for the pickup and return of all hired equipment.
- Hirers need to arrive on time for their pre-arranged pick and drop off appointments. If they are late, the staff member assigned to meet them may no longer be available, and the hire may be cancelled.
- If the equipment is not returned by the agreed date and time, the UCSA reserves the right to charge the hirer a late return fee.

Damage, Loss and Cleanliness

- It is the responsibility of the hirer to ensure that hired equipment is stored in a secure location.
- It is the responsibility of the hirer to notify the UCSA as soon as possible of any defect in the equipment, or if any equipment becomes damaged or lost.
- The hirer must return the equipment in the same condition as it was provided.
- In the event of loss, or damage that is not consistent with normal wear and tear, the hirer will be charged for repair or replacement.
- If equipment is returned excessively dirty, the hirer will be charged for cleaning.

Purpose

- The hirer must not use any of the equipment for any purpose other than outlined in the application form.
- The hirer must use the hired equipment within the capacity limits for which it has been designed, and must not attempt to repair or modify the equipment.
- The hirer must not use the equipment in any way which might be offensive or illegal.

Health and Safety

- The hirer must take all reasonable steps to ensure that the provisions of the Health and Safety at Work act 2015 are met at all times.
- The UCSA may require the hirer to provide evidence of a health and safety plan before hiring equipment.
- The UCSA is not responsible for any harm or loss that occurs from the hirer's use of the equipment.

Cancellation of Booking

- If the hirer no longer requires the equipment, they must contact the UCSA immediately to cancel the equipment booking.

Availability of Equipment

- If any item of equipment requested is not available for hire, the UCSA reserves the right to substitute an alternative piece of equipment to meet the requirements of the hirer as closely as possible.

Right of Refusal

- The UCSA reserves the right to refuse bookings where the hirer has previously failed to adhere to these terms and conditions.