

UCSA Equipment Request Form



- Use this form for all equipment requests. Requests are taken on a first in, first served basis.
- On submission we will check the availability of the equipment, then advise you if the booking has been confirmed.
- The Club/Society will need to arrange the pickup and return of all equipment from the UCSA. Equipment will either be picked up from UCSA Reception, The Garage, or the Ngaio Marsh Theatre Loading Dock (in accordance with the equipment lists below).
- Most equipment is free of charge for club use; however notice the replacement fee on the right hand column in the event the equipment is damaged.
- A \$100 re-fundable bond is payable to reception for equipment taken off site
- Once complete please send your Equipment Request Form to the UCSA reception: reception@ucsa.org.nz; or drop into 90 Ilam Rd, Haere-Roa, UCSA Reception; Enquires phone: 03 364 3900

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"/> <i>(Please complete the Clubs Event-Brite Ticket form if required)</i>	
Number of students attending:		Number of non-students attending:	
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?			
Pick Up & Return of Equipment <small>Location of pick up & drop off will be confirmed upon confirmation of booking.</small>			
Preferred Collection date:		Preferred Collection time:	
Preferred Return date:		Preferred Return time:	
<i>UCSA Standard office hours are Monday – Thursday 8:30am-5:00pm, Friday 8:30am-5:00pm</i>			
Name of the individual collecting & returning equipment:			
Mobile number:			
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:	

Item	Max Available	Quantity requested	Cost to replace if damaged (each)
Ticketing, sales, promotion - Available from UCSA RECEPTION ONLY			
DSLR Camera (Requires \$150 bond)		1	\$1,000
Eftpos machine		1	\$250
Eventbrite Ticket Scanners		4	\$1,500
Projector with VGA (includes multi-box, 5m power)		1	\$1000
Projector with HDMI [Sponsored by Gatorade or Pepsi Max] (includes multi-box, 5m power)		1	\$2,500

Item	Max Available Garage	Max Available Ngaio Marsh	Quantity requested	Cost to replace if damaged (each)
General				
Chairs	-	100		\$100
Multi-boxes	2	10		\$60
Power-leads	2	15		\$60
20L Plastic water container with tap	8	-		\$90
Trestle Tables	5	20		\$190
Gazebo 3x3m	2	-		\$200
Gazebo 6mx3m	2	-		\$200
Projector Screen	2	-		\$200
Birko 10L Hot Water Urn 2400Watt	2	-		\$350
BBQ's (including gas bottle). Cleaning Fee of \$50 if not returned clean.	2	1		\$900
Sunscreen station	4	-		\$500
Staging – Staging deck hire will require a club to have a trailer (if taking offsite) and covered footwear for moving. 4 legs required per deck				
Staging Decks (2400 x 1200)	4	8		\$1,000
Staging Decks (1200 x 1200)	2	2		\$1,000
Legs 300mm *limited availability	-	8		\$100
Legs 425mm	-	40		\$100
Legs 900mm	-	64		\$100

Item	Max Available Garage	Max Available Nagio	Quantity requested	Cost to replace if damaged (each)
Packages				
Club PA (small and simple) # 1 – Pick up from UCSA Garage 2 x Speakers on stands 1 x Microphone with stand 1 x Aux cord 3 x Extension cords 3 x XLR cables	1	On request		\$1,500
Outdoor AC Kit (For use on C block lawn) 1x 3 phase to single phase adapter 1x RCD 1x Heavy Duty multi-box 5x Extension Cables 4x connection protectors	1	On request		\$500
V PA (Large, heavy, complicated) Club PA #2 - Pick up Ngaio Marsh (extra costs may apply) 2x Speakers 2x Sub 16 channel desk 1x Aux cord 4x NL4 cables	-	1		\$8,000
Foundry/Bentley's quiz setup 1x House PA - overhead speakers 1x Microphone - 1x Projector & Wall mounted screen + Tv's (Need computer with wireless pointer and HDMI/VGA output)	-	1		\$2,500
Standard Ngaio Marsh Stage - With labour cost – contact us before booking Lighting rig Standard PA sound system	-	1		\$350K
Extras				
Additional XLR Cable	-	6		\$30
DI For guitar w/ Guitar Cable if required	-	4		\$110
Additional Microphone on stand	On request	4		\$200
Additional 1/4in jack to jack Cable	On request	4		\$200
Additional Speakers	On request	4		
Small mixing desk	1	1		\$800

Item	Max Available Garage	Max Available Ngaio	Quantity requested	Cost to replace if damaged (each)
Other Gear that may be available under supervision*				
*There will likely be a labour cost component to the following items				
*Additional items available on request depending on your event and availability of equipment and staff.				
*Please contact us to talk about your event requirements and costs before booking				
Bean Bags (Small) (1.5m sq)	-	10		\$100
Bean Bags (large) (4m*4m)		4		
BBQ Trailer (\$300 bond)		1		\$5000
UCSA Trailer (\$300 bond)	-	1		\$4000
DMX cable (5m/10m)	-	20		\$50
Led Par can (\$25 per unit hire cost)	-	24		\$500
Mackie SRM 750 Speakers	-	2		\$5000
Outdoor Movie Setup	-	1		\$2000
Theatrelight 24/48 ch. desk	-	1		\$2000
Silent Disco Kit	-	130 headphones		\$1500
Flood Light		6		\$50
Technician Labour, Transportation of gear	-	-		\$40+gst per hour

Terms and Conditions of Hire

BOND

A minimum bond of \$100 is payable to the UCSA where any equipment is to be taken off campus. The bond amount may vary, and is dependent on the quantity and type of equipment you wish to book. Upon booking confirmation the UCSA will notify the hirer of the bond amount. This bond will be refunded upon the satisfactory return of the equipment.

DAMAGE OR LOSS

The hirer must return the equipment in the same condition as it was hired. It is the responsibility of the hirer to notify the UCSA as soon as possible if they become aware of a defect with the equipment. Equipment should also be clean and tidy. It is the responsibility of the hirer to ensure that equipment hired overnight is stored in a secure and safe location.

The hirer shall notify the UCSA immediately if any equipment becomes damaged or lost.

In the event of loss, or damage that is not the result of fair wear and tear, the hirer will be charged for repair or replacement.

PICK UP & RETURN OF EQUIPMENT

It is the responsibility of the hirer to arrange for the pickup and return of all equipment. 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. Please arrive on time for equipment pick and drop off of equipment.

PURPOSE

The hirer shall not use any of the equipment for any purpose other than outlined in the application form. All lighting and audio/visual equipment must be installed and operated by a qualified technician. All costs for technical labour are the responsibility of the hirer. It should also be noted that some lighting and audio/visual equipment requires access to 3 phase power. It is the responsibility of the hirer to check that the venue has 3 phase power available.

The hirer shall only use the equipment for the purpose, and within the capacity limits, for which it has been designed and should not attempt to alter, repair, or modify the equipment.

The hirer shall not use the equipment in any noisome, noxious, illegal, or offensive way.

HEALTH & SAFETY

The hirer shall take all practicable steps to ensure that the provisions of the Health and Safety in 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 out equipment.

The UCSA is not responsible for any harm or loss that occurs from the hirers' use of the equipment.

CANCELLATION OF BOOKING

In the event that the hirer no longer requires the equipment, the hirer must contact the UCSA immediately to cancel the equipment booking.

NON-AVAILABILITY OF EQUIPMENT

If, for reasons beyond the UCSA's control, any item of equipment that is booked is not available for the period of hire, the UCSA reserves the right to substitute an alternative piece of equipment to meet, as near as possible, the requirements of the hirer.

RIGHT OF REFUSAL

The UCSA reserves the right to refuse equipment bookings where the hirer has previously failed to adhere to these Terms and Conditions.