

## UCSA Equipment Request Form 2016

- 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 can either be picked up from UCSA Reception, or from The Foundry (in accordance with the equipment lists below).



Contact Details	
Name of Club/Society:	
Full name of the contact person:	
Email:	Mobile:

Event Details	
Name of event:	
Date of event:	Venue:
Start time of event:	Finish Time:
Is the event ticketed? Yes / No <i>(Please complete the Clubs Dash Ticket form if required)</i>	
How many students will be attending?	How many non-students will be attending?
Please describe your event:	
Is the event weather dependant? Yes / No	
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?	

Office use only:	
Gear Pickup time confirmed:	
Person who picked up gear:	Contact Number:
Time for equipment return:	
Bond release confirmed:	
Invoice Sent out:	

Equipment – Pick up from FOUNDRY					
			Club Use	Office Use Only	
Item	Max Available	Cost to replace	Quantity requested	Quantity Sent out	Quantity Returned
<b>General –</b>					
Power leads	15	\$60			
multi boxes	4	\$60			
BBQ's (including gas bottle for \$45). Cleaning Fee of \$50	2	\$900			
Trestle Tables	5	\$190			
Gazebo 3x3m	1	\$200			
Gazebo 6mx3m	1	\$200			
10L plastic water containers w/\$8 taps	4	\$90			
<b>Staging –</b> Staging deck hire will require a club to have a trailer (if taking offsite) and covered footwear for moving.					
Standard Foundry Stage with Foundry PA. UCSA Technician required. Contact us to confirm.	1	\$50k			
Staging Decks (2400 x 1200) 4 legs required per deck	8	\$1000			
Staging Decks (1200 x 1200)	2	\$600			
Legs 425mm	40	\$100			
<b>Audio/Visual</b>					
Club PA #1 – Pickup from Foundry: <ul style="list-style-type: none"> <li>- 2 x speakers on stands</li> <li>- 1 x 8 channel mixing desk</li> <li>- 1 x microphone with stand</li> <li>- 1 x Aux cord</li> <li>- 3 x extension cords</li> <li>- 3 x XLR cables</li> </ul>	1	\$1000			
Bentleys PA – Standard set up in Bentleys <ul style="list-style-type: none"> <li>- 2 x speakers on stands with mixing desk and 1 x microphone on stand. Lectern by arrangement</li> </ul>	1	\$3000			
Additional Microphone on stand	4	\$200			
Additional XLR Cable	6	\$30			
Additional Speakers	4	\$200			
DI For guitar w/ Guitar Cable if required	4	\$110			
Data Projector with VGA input	1	\$400			
Projector Screen	1	\$200			
<b>Lighting</b>					
PAR64's and various gels	6	\$200			
Scenemaster 24/48 ch. desk	1	\$500			
Rackpack 12 ch. dimmers	1	\$2000			
10m DMX cable	2	\$30			

## General – Pick up from UCSA RECEPTION

			<i>Club Use</i>	<i>Office Use Only</i>	
<i>Item</i>	<i>Max Available</i>	<i>Cost to replace</i>	<i>Quantity requested</i>	<i>Quantity Sent out</i>	<i>Quantity Returned</i>
Power leads	4	\$60			
Multi boxes	2	\$60			
Trestle Tables	5	\$190			
Gazebo 3x3m	1	\$300			
Eftpos machine	1	\$250			
10L plastic water containers	1	\$30			
Birko 10L Hot Water Urn 2400Watt	2	\$350			
<b>Audio/Visual</b>					
Club PA # 2 – Pick up form UCSA Reception <ul style="list-style-type: none"> <li>- 2 x speakers on stands</li> <li>- 1 x 8 channel mixing desk</li> <li>- 1 x microphone with stand</li> <li>- 1 x Aux cord</li> <li>- 3 x extension cords</li> <li>- 3 x XLR cables</li> </ul>	1	\$1000			
Additional Microphone on stand	2	\$200			
Additional XLR Cable	6	\$30			
Additional Speakers	2	\$200			
DI For guitar	2	\$90			
Instrument cable for guitar	2	\$25			
Data Projector with VGA input	1	\$400			
Projector Screen	1	\$200			

Additional items available on request depending on your event including pacifics, fresnels and sometimes 2 cell blinders. The equipment below is available at a cost depending on your event. Please contact us to talk about your event requirements and costs before booking

- Led Par can (H Stand or hook clamp) 24
- DMX cables –range of short-medium cables 30

Mackie SRM 750 Speakers 2. These require a UCSA Technician to operate

### Technician Labour

Technician Event Support \$35 + GST per hour

Please get in contact if you require a technician at your event. We will sit down with you and help determine the number of hours required to best meet your event plan.

Pick Up & Return of Equipment		
Preferred Collection date:	Preferred Collection time:	
Preferred Return date:	Preferred Return time:	
Name of the individual collecting & returning equipment:		
Mobile number:		

*Location of pick up & drop off will be confirmed upon confirmation of booking.*

### 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: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Once complete please send your Equipment Request Form to the UCSA reception:  
[reception@ucsa.org.nz](mailto:reception@ucsa.org.nz) or drop into Room 123, Level One, Puaka-James Hight Building  
 (Open Mon – Friday 8.30am-4.30pm) Enquires phone: 03 364 3900

#### 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.

##### **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.