

# Loan of equipment form

## Please read this first

It is important that you:

- use a blue or black pen to complete this form; and
- print clearly.

You must complete this form whenever a piece of equipment leaves the Tararua District Council Service Centre.

If the loaned equipment is lost, stolen, or damaged while off the Tararua District Council property, it is the responsibility of the borrower to notify Tararua District Council immediately of the loss. In addition, the borrower will be obligated for financial restitution of the equipment.

A photocopy of your drivers licence will be taken upon collection and all equipment will be inspected when returned.

## Borrower details (Please print in CAPITALS)

Title:  Mr  Mrs  Miss  Ms

Name of person taking the equipment

Company name



Landline phone number

Mobile phone number

Email

## Equipment

Indicate with a tick which of the following equipment you will be taking out on loan.

- Camera:
- Nikon Coolpix P1000 125x optical zoom
  - Nikon Z7 mirrorless (body only, requires lens)
  - Zoom Q2n-4K handy video recorder
  - Insta 360 camera

- Lenses:
- Nikon Z 24-70mm f2.8 S
  - Nikon Z 35mm f1.8 S
  - Nikon Z 50mm f1.8 S
  - Nikon Z 70-200mm f2.8 VR S
  - Nikon Z 85mm f1.8 S

- Other accessories:
- Tripod
  - Gimbal
  - Wireless RODE Microphone
  - Portable LED lighting panel
  - Portable RoadBuddy PA system
  - Pull-up portable screen - green/blue
  - Pull-up portable screen - white/black
  - Portable projector
  - White Screen for Projector

**Office use only**

Receipt number

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## Loan details

Duration that the equipment will be on loan for:

|  |   |  |   |  |   |  |   |   |  |
|--|---|--|---|--|---|--|---|---|--|
|  | : |  | m |  | / |  | 2 | 0 |  |
|--|---|--|---|--|---|--|---|---|--|

Time/date to be taken

|  |   |  |   |  |   |  |   |   |  |
|--|---|--|---|--|---|--|---|---|--|
|  | : |  | m |  | / |  | 2 | 0 |  |
|--|---|--|---|--|---|--|---|---|--|

Estimated time/date of return

Provide a short description of where the equipment will be taken to, and what it will be used for.

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## Signature

I have read and agree to the terms and conditions.

(The terms and conditions are attached to this form, and available on the Tararua District Council website.)

|  |
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|  |
|--|

Signature of borrower

|  |  |   |   |  |
|--|--|---|---|--|
|  |  | 2 | 0 |  |
|--|--|---|---|--|

Date



## **Tararua District Council Equipment Hire Terms & Conditions:**

All equipment remains the property of Tararua District Council.

Using the equipment does not give you ownership of it.

### 1. What the equipment can be used for

The equipment is provided for community, educational, or non-commercial use only, unless we agree otherwise in writing.

You must not use the equipment:

- For illegal activities
- In unsafe ways
- For commercial or for-profit purposes without permission

### 2. Your responsibilities

While the equipment is in your care, you must:

- Use it carefully and only for its intended purpose
- Follow any instructions, guidance, or safety information provided
- Make sure anyone using it is capable and supervised if required
- Keep it secure and protected from damage, theft, or misuse

### 3. Technical equipment (IT, AV, electronic gear)

If the equipment includes technical or electronic items, you must:

- Keep it dry, clean, and protected from heat or impact
- Use correct power supplies and cables
- Not install software, change settings, or attempt repairs
- Take reasonable care with data, privacy, and cybersecurity

Tararua District Council is not responsible for data loss, compatibility issues, or technical faults.

### 4. Damage, loss, or theft

You must let us know as soon as possible if equipment is damaged, lost, or stolen. You may be required to cover repair or replacement costs if loss or damage occurs due to misuse, negligence, or failure to follow these terms (not including fair wear and tear).

### 5. Health and safety

You are responsible for using the equipment safely and complying with the Health and Safety at Work Act 2015.

This includes:

- Providing a safe environment
- Managing risks
- Supervising participants where appropriate

We may withdraw equipment if there are safety concerns.

6. Insurance

Unless agreed otherwise, the equipment is not insured by us while you are using it. You are responsible for arranging insurance if needed.

7. Liability

To the extent allowed by New Zealand law:

- We are not responsible for injury, loss, or damage arising from use of the equipment
- You agree to take responsibility for claims caused by misuse or breach of these terms

8. Privacy

Any personal information collected will be handled in line with the Privacy Act 2020 and used only for managing equipment use.

9. Withdrawal or cancellation

We may withdraw or cancel access to equipment:

- If these terms are breached
- For safety or operational reasons
- If equipment is required elsewhere

10. Acceptance

By using or accepting the equipment, you confirm that you understand and agree to these terms.