

# Application to hire driving simulator

## Please read this first

This form will be scanned by electronic equipment. It is important that you:

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

## Before Booking

Confirm that the new location is:

- indoors
- close to a safe, dedicated power point

- has access to a dedicated ethernet cable and port
- within sight of a responsible adult
- has enough space to easily get in and out of the CoDrivr in the event of an emergency
- shielded from intense or all day direct sunlight

Check with your IT team at your location about ensuring the ethernet port is unlocked

Have access to a suitable vehicle to pick up and return to your location - SUV or similar. NB: two people are required to relocate the device

## Applicant details (Please print in CAPITALS)

Name of organisation

Address

Postal address

Postcode

Contact person

 - 

Daytime phone number

 - 

Mobile phone number

Vehicle registration number

Email

## Event details

Name of event

 /  / 2 0
 

Date simulator to be picked up

 /  / 2 0
 

Date simulator to be returned

## Signature

On behalf of  I agree to the terms and conditions of the Tararua District Driving Simulators as stated on the reverse of this form.

I agree to the terms and conditions of the Tararua District Driving Simulators as stated on the reverse of this form.

Signature of applicant

 /  / 2 0
 

Date

Print name

**Office use only**

Pick-up date  /  / 2 0

Date returned  /  / 2 0

Amount charged \$

Paid:  Yes  No

Date paid  /  / 2 0

Approved by:   
Print name

Signature

## Driving Simulator hire terms and conditions

The organisation hiring the Driving Simulator acknowledges the following term and conditions:

- Driving Simulator bookings must be made through: Tararua District Driving Simulator online Calendar Bookings System and must be made a minimum of four (4) weeks prior to hire date(s). Any late or last-minute booking requests will be handled on a case-by-case basis.
- Booking cancellation must be given at least 48 hours in advance using the online Calendar booking system.
- The Tararua District Driving Simulator must be picked up and returned by the organisation making the booking unless prior arrangements have been agreed upon with TDC or REAP.
- The Tararua District Driving Simulators must be picked up and returned between Monday–Friday 10:00am–3:00pm. Any bookings requiring alternative arrangements will be considered in a case-by-case basis at the discretion of TDC or REAP.
- All health, safety, and wellbeing obligations and responsibilities related to the use of the Driving Simulators and related events are the full responsibility of the organisation hiring the equipment during the hire period.
- Hirer must display the WARNING sign included with the simulator near the device ensuring that it is visible at all times for potential users to follow.
- It is the responsibility of the organisation hiring the driving simulators to clean the device as per the Daily Care and Maintenance INSTRUCTION included with the simulator during the hire period and prior to returning the Driving Simulator.
- The hirer will be required to carry out daily pre-checks using the Driving Simulator Risk Register included with the equipment, for hire periods longer than one (1) day.
- All damages to the Driving Simulators during the hire period is the responsibility of the organisation who made the booking and must be reported in writing to [office@tararuareap.co.nz](mailto:office@tararuareap.co.nz). Any subsequent repairs because of the damage to the Driving Simulator will be organised by Tararua District Council and related repair costs will be invoiced to and incurred by the organisation responsible for the damage during their booking.
- The organisation hiring the Driving Simulator may be charged for any missing or damaged equipment. Security of the Driving Simulator is the responsibility of the hirer/organisation. The Driving Simulator must be maintained in a secure location during hire period.
- There is currently no fee to hire the Driving Simulator (except for missing or damaged equipment). Instead, we ask the following of the organisation hiring the Driving Simulator to help keep these devices in top operating condition by purchasing a pack of ‘bamboo non-alcoholic wipes’ to keep the headset clean and damage free. And the organisation writes a short blurb of their experience using the Driving Simulator and an insight of a positive impact that has resulted using the simulators.
- Photos/video may be used in a range of Tararua District Council or Tararua REAP supported promotional materials, such as print and electronic media, including websites.
- Tararua District Council or Tararua REAP may edit or format photos/video for print or online use.
- All published Tararua District Council or Tararua REAP photos/videos can be copied or downloaded and used by other organisations.
- You have the right to request, in writing, that the Tararua District Council or Tararua REAP stop using your photos/video.
- All drivers responsible for transporting the Driving Simulators must have a full driver’s licence, and the vehicle must have a current registration and warrant of fitness upon pick-up.
- For technical support contact:  
Tararua District Council – MTFJ (06) 374 4080  
Tararua REAP (06) 374 6565