

# 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 DigitalSpaces located at the Tararua i-SITE.

There is a \$400 bond for loaning of the equipment. This may be refunded following an inspection being done once the equipment has been returned, or may be used to cover our excess following any damage or theft of the equipment while it is in your possession.

If the loaned equipment is lost, stolen, or damaged while on the Tararua i-SITE property, notify the DigitalSpaces Co-ordinator or Tararua i-SITE staff immediately. You may be asked to assist in filling out a police report. If the loaned equipment is lost, stolen, or damaged while off the i-SITE property, it is the responsibility of the borrower to notify the DigitalSpaces Co-ordinator 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.

## 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:

|                      |   |                      |                      |   |                      |   |                      |                      |   |   |                      |                      |
|----------------------|---|----------------------|----------------------|---|----------------------|---|----------------------|----------------------|---|---|----------------------|----------------------|
| <input type="text"/> | : | <input type="text"/> | <input type="text"/> | m | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | 2 | 0 | <input type="text"/> | <input type="text"/> |
|----------------------|---|----------------------|----------------------|---|----------------------|---|----------------------|----------------------|---|---|----------------------|----------------------|

Time/date to be taken

|                      |   |                      |                      |   |                      |   |                      |                      |   |   |                      |                      |
|----------------------|---|----------------------|----------------------|---|----------------------|---|----------------------|----------------------|---|---|----------------------|----------------------|
| <input type="text"/> | : | <input type="text"/> | <input type="text"/> | m | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | 2 | 0 | <input type="text"/> | <input type="text"/> |
|----------------------|---|----------------------|----------------------|---|----------------------|---|----------------------|----------------------|---|---|----------------------|----------------------|

Estimated time/date of return

Provide a short description of where the equipment will be taken to.

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**A Copy of a valid Credit Card will be taken and charges up to \$400 made if equipment is returned damaged to DigitalSpaces.**

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## Signature

I have read and agree to the terms and conditions.

(The terms and conditions are available on the DigitalSpaces website. A hard copy is also available at the Tararua i-SITE desk.)

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

Signature of borrower

|                      |                      |                      |   |   |                      |                      |
|----------------------|----------------------|----------------------|---|---|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 2 | 0 | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|---|---|----------------------|----------------------|

Date