



### Application to hire Waka Takaro

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.

### Applicant details (please print in CAPTIALS)

Name of organisation or individual

Address

Postal address (for invoicing, if different from above)

Postcode

Contact person

Daytime phone number

Mobile phone number

Vehicle registration number

Email

### Event details

Name of event

Date trailer to be picked up

Date trailer to be returned

Approved by:

Print name

Signature

## Hire Terms and Conditions

The individual(s)/organisation hiring the Play Trailer acknowledges the following term and conditions:

- Play Trailer bookings must be made through: [events@mstn.govt.nz](mailto:events@mstn.govt.nz)
- Bookings must be made a minimum of three working days 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 24 hours in advance to the Recreation Advisor.
- The Play Trailer is to be picked up from and returned to Masterton District Council, 26 Perry Street, Masterton, by the individual/organisation making the booking.
- The Play Trailer must be picked up and returned between Monday–Friday 10:00am–4:00pm.
- All health, safety, and wellbeing obligations and responsibilities related to the Play Trailer and related events are the full responsibility of the individual(s)/organisation hiring the Play Trailer during their hire period.
- It is the responsibility of the individual(s)/organisation hiring the play equipment to clean the play equipment prior to returning the Play Trailer.
- Any damages to the Play Trailer during the hire period is the responsibility of the individual(s)/organisation who made the booking. Any subsequent repairs as a result of the damage to the Play Trailer will be organised by Masterton District Council and related repair costs will be invoiced to and incurred by the individual(s)/organisation responsible for the damage during their booking.
- The individual(s)/organisation hiring the Play Trailer may be charged for any missing or damaged play equipment. Security of the trailer is the responsibility of the hirer/organisation. The trailer must remain locked while not in use. If keeping overnight, the trailer should be kept in a secured area where and when possible.
- The hirer must have their own insurance covering liability for any damages caused while borrowing the trailer.
- There is currently no fee to hire the Play Trailer (except for missing or damaged equipment). Instead, we ask the following of the individual(s) or organisation hiring the Play Trailer to help develop the story of positive impact of play:
  - An additional item is to be added to the Play Trailer (this could be a safe loose parts play piece or a more conventional piece of sports equipment).
  - The individual(s)/organisation is to take a photo in front of the Play Trailer with the additional play piece of sports equipment).
  - The individual(s)/organisation writes a short blurb of their experience using the Play Trailer and an insight on play/ example of positive impact that has resulted through use of the Play Trailer.
  - Photos/video may be used in a range of supported Masterton District Council promotional materials, such as print and electronic media, including websites.
  - Masterton District Council may edit or format photos/video for print or online use.
  - All published Masterton District Council photos/videos can be copied or downloaded and used by other organisations.
  - You have the right to request, in writing, that the Masterton District Council stop using your photos/video.
- All drivers towing the trailer must have a full drivers licence, and the vehicle must have a current registration and warrant of fitness upon pick-up of trailer.
- All drivers towing the trailer must not be under the influence of alcohol or drugs.
- Drivers licence will be scanned back and front before picking up the Play Trailer to be kept on file with signed terms and conditions.
- The tow vehicle must comply with the Waka Kotahi (NZTA) safe towing guidelines:  
<https://www.nzta.govt.nz/roadcode/ general-road-code/road-code/about-driving/key-driving-skills/towing/>