



Procedures and Conditions for the Fun Play Trailer

1. The organisation wanting to hire the trailer will contact *Sport Wellington Wairarapa Ph:3700157 or email wairarapa@sportwellington.org.nz
2. All relevant information and hire forms will be sent to the organisation.
3. Cost to hire - \$5.00 per week.
4. Maximum time of hire of trailer is 4 weeks.
5. An appointment (between 9am - 4pm) is to be made for the pickup and return of the trailer at SWW, 101 Chapel Street. Allow time for an inventory check with SWW staff member at the time of pick up **and** drop off.
6. The hirer is responsible for looking after the trailer and equipment. In the event of any equipment being lost or damaged beyond repair the hirer will be responsible for any replacement costs.
7. The hirer must read the attached risk management sheets, trailer set up procedures and agree to any course of action prescribed. The hirer is responsible for the consequences of any accident or incident while using this equipment.
8. The hirer must fill out the incident forms if there are any incidents or accidents in direct relation to use of the trailer or equipment included.
9. The hirer is responsible for any first aid procedures.
10. The Trailer doors must be padlocked when not in use. The wheel lock must be on at all times.
11. A list of the Fun Play Trailer contents is attached to the trailer. It is the responsibility of the organisation hiring to ensure ALL of this equipment is returned with the trailer. All equipment is to be clean and tidy.

I have read and agreed to the conditions of hire for the above booking

Name of organisation: _____

Name of Organisation Representative: _____

Signed: _____ Date: _____
(organisation Representative)

Hire fee received: _____ amount \$ _____ Date: _____
(SWW Staff member)