

Application Form

AMUSEMENT RIDES & DEVICES

Includes mechanical rides, carnival games, slides, and inflatables



Important: Please download and open this form using Adobe Acrobat or Reader to ensure this form can be submitted properly. Alternatively, please send completed form to the details below.

Please complete and submit this form no later than 14 days prior to the hiring period of the event by using the "Submit" button at the end of this form. For assistance, please contact:

Event Services Assistant, Te Pae Christchurch Convention Centre

Phone: +64 3 266 1440

Email: EventServices@tepae.co.nz

Contact Details

Name		Company Name	
Phone Number		Company Address	
Email Address		Post Code	
Name of Event		Stand Name*	
Event Dates		Stand Number*	

* If applicable

Activity Details

What is the amusement ride or device to be used?	
How will the ride/device be used? Include when, where and how it will be used	
How will the amusement equipment be supervised?	

Mandatory Safety Requirements

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that the Health and Safety at Work Act 2015, applicable legislation, procedures and safe work practices are followed, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.

Please tick the boxes to confirm these requirements will be met:

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- There will be trained and competent personnel operating and bump-in/out the ride/device.
- There will be an operator to supervise the ride/device at all times.
- If the ride/device includes moving parts, there will be a suitable barrier erected to prevent access to the ride/device or users/riders. The barrier access gates must also have a locking device.
- The ride/device will be registered and maintained by competent and authorised personnel and in accordance with the manufacturer's instructions.
- Safety restraints/equipment on the ride(s)/device(s) as appropriate such as harnesses, seatbelts, safety/soft fall mats will be used.
- The ride/device will be checked each day before operation and complete an operated run without passengers each day before operation. Records of these checks will be recorded in a logbook and be available for inspection by the Te Pae Christchurch Health, Safety and Security Manager.
- Ride restrictions as per WorkSafe NZ registration and the manufacturer's specifications will be enforced including height, weight and loading capacity restrictions.
- Safe public access and egress routes will be provided at all times.
- Inflatable devices when used externally require wind rating as specified by the manufacturer to be monitored and adhered to by the Operator. Information to be readily available.
- Logbooks, Operating Manuals and Maintenance Manuals (including emergency procedures) will be available on site. Logbooks include details of the erection and/or storage of the ride/device.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.
- A copy of the WorkSafe NZ registration for the amusement equipment and relevant permit to operate the equipment.

Required Documentation

These documents, and any other documents requested, from time to time, must be provided to Te Pae Christchurch with this completed application form.

Please send all documents to EventServices@tepae.co.nz along with your contact details as stated in the 'Contact Details' section of this document.

Please tick the boxes to indicate you have provided the following information:

- A Risk Assessment to be completed by the person/s involved or performing the activity (a template can be found in the Toolkit on the Te Pae Christchurch website).
- Copy of certificate for public liability insurance not less than NZ\$10 million.

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Terms & Conditions

(To be completed by the person responsible for the work to be performed)

This activity has not been accepted to occur at Te Pae Christchurch Convention Centre until written confirmation of its approval is issued by Te Pae Christchurch, and in such circumstance, Te Pae Christchurch makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

Te Pae Christchurch undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operations is considered by Te Pae Christchurch to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, Te Pae Christchurch representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by Te Pae Christchurch for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Declaration

I declare that I have read and understood this application and have completed this form to the best of my knowledge.

Date:	
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Submit

Te Pae Christchurch Convention Centre use only

Authorisation

Authorised by:	
Comments:	
Signed:	
Date:	