

# Amusement Rides and Devices

**Important:** Please download and open this form using Adobe Acrobat or PDF Reader to ensure this form can be submitted properly. Alternatively, please send the 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. For assistance, please contact:

**Event Services, Te Pae Christchurch Convention Centre**

**Phone:** +64 3 266 1400

**Email:** [eventservices@tepae.co.nz](mailto: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 amusement ride or device is to be used? Please include details of dimensions, specific electrical or installation requirements etc.	
How will the ride/device be used? Include when, where and how it will be used.	
How will the amusement equipment be supervised and who will supervise it?	

## 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, to protect the health and safety of all persons.

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

- There will be trained and competent personnel supervising the bump-in/out of the ride/device and the operation of the ride/device.
- 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 mechanism.
- The ride/device will be registered and maintained by competent and authorised personnel and in accordance with the manufacturer's instructions.
- Appropriate safety restraints/equipment on the ride/device 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.

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- 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.
- For rides/devices set up indoors, the height or the ride/device will not reach the ceiling or obstruct the fire system, will be suitably fixed to the ground, and will not exceed the allocated stand area.
- Inflatable devices, when used externally, require wind rating as specified by the manufacturer to be monitored and adhered to by the operator. This information is 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 as requested, must be provided to Te Pae Christchurch with this completed application form.

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

- Relevant images, plans and specifications of ride or device
- A Risk Assessment to be completed by the person/s involved or performing the activity.
- Copy of certificate for public liability insurance not less than NZD\$10 million.

## Terms and 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 under Contact Details.

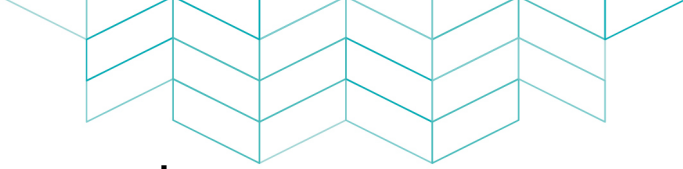
Te Pae Christchurch undertakes regular compliance checks, and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operations is considered by Te Pae Christchurch to be non-compliant with any legal or regulatory obligation, inconsistent with the information 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.

Name:		Date:	
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(Te Pae Christchurch Convention Centre use only)

## Authorisation

Authorised by:		Signed:		Date:	
Comments:					