

CHALLENGE EQUIPMENT REQUEST FORM



Please use this form to request any equipment or Technical Panel assistance from the UFBA office for any Regional, Provincial or Sub-Association Event. In order to avoid disappointment, ensure that you are submitting your request at least 30 days notice prior to your event.

Please complete **ALL** of the following fields.

General Event Information

Organisation: _____

Name of Event: _____ Date of Event: _____

Date Equipment Required: _____ Date equipment will be returned: _____

Location: _____

Type & Numbers of Equipment Required:

Technical Panel Assistance:

We would like a member of the Technical Panel (or nominee) to be onsite for the duration of the event. Please give details about times, dates, nearest airport and any specific requirements you may have.

Shipping of Equipment:

- We will arrange for someone to collect and drop off the gear at the UFBA office
 We will require the gear to be shipped to and from the UFBA office (the UFBA will arrange shipping and will invoice for the cost)
 Other (please state): _____

Shipping Address: _____

Organisational Details:

Your Name: _____ Organisation: _____

Designation: _____ Email: _____

Telephone: _____ Signed: _____

I agree to ensure that the equipment is returned in the same condition it was issued, by the date specified above unless otherwise discussed with the UFBA. Any damage beyond general wear and tear to the equipment whilst in your care will be repaired by the UFBA and the costs invoiced to your organisation.

Forward your completed form to Kirsten@ufba.org.nz or fax it to 04 237 2680. All requests will be responded to via email.

