

CLUBS & SOCS OUSA

Equipment Hire Catalogue

Everything you need to know about what's available and how to borrow it.

Equipment hire is FREE for all OUSA Affiliated Clubs - no fees, no bonds. Most items can be taken off-site, though a few are strictly for use in the Clubs & Soc's building only. Availability is limited (usually 1-2 of each item)

So best advice - book early it! Popular items go fast around busy periods. Aim for **at least 2 weeks'** notice where you can. Requests are typically processed within 3 business days by our Clubs & Societies Centre Coordinator

How to Borrow

1. Check this catalogue to see what's available and confirm it suits your event.
2. [Submit an Equipment Request Form](#) with your contact info, event details and pick-up/drop-off times.
3. Staff will follow up directly to confirm availability - just submitting the form isn't automatic approval.
4. Collect your gear with a valid student ID, check it over, and flag any existing damage on the spot.
5. Return it clean, tidy, and on time.

Full terms and conditions are listed at the end of this document.

Audio & Lighting

JBL Partybox Speakers & Wireless Mic Kits

Powerful JBL Pro Sound with deep bass, a light show with ring lights and strobe effects that sync to the music, and up to 6 hours of playtime cordless. Splash-proof (IPX4). Connect via Bluetooth, USB, or aux, and pair two speakers wirelessly for bigger sound. Mic kits are rechargeable, UHF dual-channel, plug and play.

- We have 2 speakers and 2 mic kits
- Speakers and mics are NOT automatically bundled together - request both if you want them
- Mics come with replaceable AA batteries as backup
- Estimated value \$350 + \$140



Party Lights

Plug-and-play party lighting - pre-programmed shows, sound-activated with adjustable sensitivity, or auto-mode. Control via DMX, remote, or the panel itself. Each set includes a PartyBar with 4 lights, carry case, tripod stand, remote, and power cord (extension cords and power boxes not included).

- We have 4 in total. 2 x Jellymoon style and 2 x Derby style
- Recommended: book one of each style for the best effect
- Not to be used at flat parties, club-related or not
- Estimated value \$250 each



Projector & Portable Screen

Great for movies, presentations, or outdoor screenings on a blank wall or the portable screen. Clear, vibrant image with HDMI and USB connection options. Box includes the projector, power cord, HDMI cord, stand, remote, and instructions.

- Estimated value \$600



Ring Light

Superbright ring light stand that provides 360 degree flexibility and comes with a wireless Bluetooth remote to control your phone for taking selfies.

- Stand: 45cm (H) / 18-inch (H) Maximum stand extension: 180cm (H)
- 9 colour options
- Estimated value \$85



Wireless Mini Microphones

Capture audio on the go with these lapel mics. Great for filming social media content

- Compatible with mobiles, tablets and computers with USB-C port
- 2 available
- Estimated value \$85



Older PA systems and Corded Microphone

We have some older speakers that can be used as backup or for presentations/in-centre use. These are better suited for speaking through with a corded microphone (and not ideal for karaoke nights etc.)

These aren't listed on the booking form, please enquire directly if interested!

Event & Presentation Gear

Marquees

Large tent structures for outdoor events, parties, or exhibitions. Available in 3x3m and 3x6m sizes. 2 people are recommended for setup (and 4 people for the 3x6m size)

- Side panels and anchor weights available upon request
- Setup instructions provided with the marquee
- Please check the weather forecast in advance, as the marquees are not suitable for use in high winds
- Estimated value \$2000 - \$4000



Photobooth

This professional background support system and can be used in the studio or out on location. Includes 2 fully adjustable stands, with a maximum height extending to 2.9m and shooting widths from 1.8 to 3.3m with its sectioned, modular crossbar system.

- Black or green-screen fabric backdrops available upon request
- Estimated value \$300



Folding Chairs

Convenient, foldable chairs for indoor or outdoor use, easy to store and transport.

- Max 8 chairs per booking
- Estimated value \$35

Trestle Tables

Handy for events, stalls, or catering setups.

- Max 3 per request
- We have black table cloths available upon request (6 total)
- Estimated value \$85



First Aid Kits

Basic essential medical supplies for initial care in case of injury or illness. Good to have on hand for any active or outdoors events.

- 2 available

Mobile Phone Gimbals

Smooth, stable smartphone video - small, light, and easy to take to club events for on-the-go shooting. Settings are simple to adjust.

- We have 2 available
- Estimated value \$175



Display Boards

Great for posters and flyers at your event. Strong enough for outdoor use and on wheels for easy setup. We have 2 clear plastic boards and 1 felt board.

- On the felt board: hook/loop tape or careful pin use only, no Blu Tack or sticky tape



A-frame whiteboard

Easel style with telescopic legs

- Estimated value \$175



Outdoor Games

An outdoor ten-pin bowling set and dodgeballs available for active get togethers!

- 8 dodgeballs in a set
- When booking, let us know which game you'd like in the "notes"



Cash Box

Great for BBQ or bake sale fundraisers – or anywhere you might be dealing with cash and need to keep it organized

- 2 available
- Lockable (1 key provided)



Small OUSA Cushions

Available for off-site and outdoor use – good for picnics on the Union lawn!

- 8 cushions available (sorry no bean bags!)



Catering Equipment

Hot Water Dispenser

This 2.2 litre thermal pump pot keeps drinks hot for hours. The pump action allows for easy dispensing with no lifting or pouring.

- Estimated value \$175



Small Webber BBQs

Portable table-top gas BBQs, great for outdoor and social events. Each booking includes a gas bottle and chilly bin with cleaning tools.

- Get BBQ requests in with plenty of notice so we can make sure gas bottles are full and ready to go
- We have 2 available
- BBQ's must be fully cleaned before returning, otherwise you will be asked to clean onsite
- Estimated value \$300



In-Centre Use Only

*All below items **cannot** be taken off-site from the Clubs & Soc's building. The club is still liable for damage, theft, and loss. Be sure to book your room space ahead of time!*

Large Fundraising BBQ

Available to use for bookings outside Clubs & Soc's building on front footpath. You must submit an Event Booking Request form to organize the day and time first.



Eftpos Machine

Great for fundraisers held at Clubs & Soc's – machine needs our wifi to work, so cannot be used anywhere else. Before using, you will be required to fill in a [Till Hire Request Form](#) and provide your club bank details. Payments will be received as a bank transfer from our OUSA Accounting team. Further instructions will be provide before your booking.

Board Games

Swap your student ID to borrow up to 3 board games at a time. Current titles include: Articulate NZ Edition, Battleship, Boggle, Catan, Cluedo, Flip 7, Jenga, Mahjong, Monopoly, Monopoly Deal, Scrabble, Taco Cat Goat Cheese Pizza, The Chameleon Game, Throw Throw Burrito, and Uno (No Mercy).

Acoustic Guitars

Swap your student ID at the counter borrow – 1 per booking. These aren't listed on the booking form, please enquire directly if you'd like to reserve ahead of time!

Evison Lounge Floor Cushions

Having a movie night? Ask to borrow the set of comfy floor cushions to help make the vibes extra cozy – note that these can only be used for Evison Lounge bookings!



Sewing Machine

Sewing machines are located in the Craft Room and in the Room 2 sewing machine cupboard. If using Room 2, the room must be booked beforehand. Users must already know how to operate a sewing machine. This service is not suitable for beginners, and staff are unable to provide instruction.

- Bring your own supplies – thread, fabric, needles and other consumables
- Bobbins and scissors may be used but must be returned to the sewing cupboard after use.
- Estimated value \$400

Equipment Hire Terms & Conditions

Eligibility

- Equipment hire is exclusive to affiliated OUSA Clubs and Societies, and OUSA departmental use. Exceptions require manager approval on a case-by-case basis.
- All items are subject to availability and quantities are limited.

Charges & Liability

- No fee or bond applies.
- The person booking accepts liability on behalf of their group for loss, theft, damage, or unfitness for use. Charges for replacement, repair, or cleaning may apply at OUSA's discretion.

Identification & Inspection

- A valid student ID is required at collection.
- Give the equipment a visual check when you collect it, and report any existing damage straight away.

Returns

- Return equipment clean and tidy - additional cleaning fees may apply if not.
- Let us know promptly if you can't return something in the same condition, and why.
- Damage during the hire period is the responsibility of the hiring club.
- All items must be returned on time as agreed at approval.

Additional Terms

- Equipment must not be sub-hired to other individuals or groups.
- Items should not be used at private residences, house parties, or anywhere with an increased risk of damage or theft.

Other Requests?

Need to move gear around town or head further away? The OUSA 9-seater van is available to hire separately for a fee – full details and separate booking form can be found here: [OUSA Van Hire Request Form](#)

Something you need isn't listed? Let us know! We might have something somewhere else that can be arranged. If not, we're always looking at ways to better support clubs needs with new items, so let us know what you want!

Questions?

Equipment hire is managed by Olivia, our Clubs & Societies Centre Coordinator: olivia.townsend@ousa.org.nz or email the Clubs Development Officer: cdo@ousa.org.nz