

# NZLARPS Auckland Regional Gear Policy

*Updated March 7th 2016*

This policy will apply to both NZLARPS Projects and Affiliates. It may, from time to time, be modified by the Auckland Regional Committee without prior notice. It applies to all props, weapons, costumes, set dressings, decorations, lighting equipment, tools, hardware, catering supplies, storage containers, transportation vehicles, consumables and any other physical items owned by NZLARPS that are of use when producing a live action role-playing event.

## Purpose of the Policy

Over many years, NZLARPS has developed and maintained a gear library which has, in turn, enabled many larp events to be held. It is consistent with our goals and objectives that we ensure this library is developed, maintained and shared with our Projects and Affiliates. This policy specifically seeks to ensure that:

- Gear is available and accessible when needed by Projects and Affiliates
- Gear is treated with due care
- Gear is returned within an appropriate time-frame
- Gear is returned clean, and stored in the appropriate boxes or containers where applicable
- Gear storage requirements (e.g. storage plans) are adhered to (so future users of the gear are able efficiently find and return gear)
- Wear & tear is kept to a reasonable level

## Gear Usage Fees

Storage, maintenance and development/purchase of new gear is the key expense item for the Auckland Regional Committee. In order to ensure we have sufficient funds to cover the expenses, the Committee has created gear usage structures for both Projects and Affiliates that covers non-consumable gear items.

- Projects must incorporate the **Gear Usage Fee (GUF)** into their Event Budget when they apply for project event approval.
- Affiliates must ensure that NZLARPS receives 50% of the GUF at least 5 working days prior to their event, and the remainder within 10 working days of start date for their event. Failure to meet the first deadline may result in gear being withheld. Failure to meet the second deadline may result in the Committee awarding a penalty fee of up to 20% of the GUF.

## Project Gear Usage Fees

<b>Number of Attendees Expected</b>	<b>Day Game</b>	<b>Weekend Game</b>
20 people or less	\$30	\$45
21 to 40 people	\$60	\$90
41 to 60 people	\$120	\$180
61 to 100 people	\$180	\$270
101 to 150 people	\$300	\$450
151 plus	\$500	\$750

## Affiliate Gear Usage Fees

<b>Number of Attendees Expected</b>	<b>Day Game</b>	<b>Weekend Game</b>
19 people or less	\$40	\$60
20 to 39 people	\$80	\$120
40 to 59 people	\$160	\$240
60 to 99 people	\$240	\$360
100 to 150 people	\$400	\$600
151 plus	\$600	\$900

## Certainty of Fee

Once an agreement has been reached to hire the gear for a specific event, the fee structure will be set for that event, and will not be modified by the Committee.

## Gear Storage and Access

- Gear storage venue access is to be arranged with the Gear Officer or their proxy (GO) by mutual agreement at least 2 weeks prior to the larp event. The Project or Affiliate must nominate a contact person with whom the GO will liaise.
- Such arrangements are to include Load Out (gear outbound) and Load In (gear inbound) timings. It is very important that timings are given due consideration to ensure that users meet any agreed appointments with the GO are met in a punctual manner.
- All gear is to be returned clean and dry and stored appropriately (e.g. latex weapons stored in their wrappings or containers)
- If there is a gear plan in place for a gear venue, it must be strictly adhered to (e.g. boxes must be replaced to the correct location)
- If dirty or wet gear needs to be returned after the Load In time, a separate time is to be arranged with the GO no later than 14 days after the Load In date. This gear must be returned to the appropriate storage container and/or location in the gear storage venue.

## Broken Gear

If any gear is broken while it is being borrowed, the GO must be informed. We are realistic about the wear & tear pursuant to a larp event, so will review each breakage on a case-by-case basis. If the Committee decides that a breakage warrants a remedy, the Committee will discuss with the event organisers.

## Consumables

- Projects may reasonably use consumable items (e.g. makeup, food, medical kit).
- Affiliates may not use any consumable items, as this creates an undue accountability and management overhead.

## Medical Kit

It is strongly recommended that Projects have the medical kit on hand at their events. The kit (and the items in it) are only to be used for bona fide medical uses (i.e. not to be used as a prop). If any medical consumables are used, this must be noted in the Gear Usage Report (so they can be replaced).

## Gear Usage Report

- Projects are to include, as part of their actuals, a brief Gear Usage Report that indicates any issues, breakages, medical items used and anything else that could be useful to know (e.g. if

makeup is getting low). It is expected that this report will typically be a short paragraph. It can be as simple as "Nothing to report".

- Affiliates are to send this brief report within 14 days of the event finish date.