



Visits & Ceremonial Office
 Te Tari Taurima Manuhiri Tuarangi
 Bowen House, 1 Bowen Street
 PO Box 805, Wellington 6140, New Zealand
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 Facsimile+64 4 470 2909
 Website www.dia.govt.nz

FLAG HIRE APPLICATION FORM

Hirer's Name				
Hirer's Address				
Name of Company (if not individual)				
Courier Address				
Delivery of flags	<input type="checkbox"/> We will collect flags <input type="checkbox"/> Please courier (NB We do not collect flags from hirer)			
Telephone Number	(Home)			(Work)
Facsimile Number				
STATE THE NAME OF THE PERSON WHO WILL ASSUME RESPONSIBILITY FOR THE FLAG(S) AND THE RETURN OF SAME IN GOOD CONDITION, IF DIFFERENT FROM ABOVE				
Name				
Address				
Telephone Number	(Home)			(Work)
Facsimile Number				
DATES REQUIRED (\$10 per flag per week)	To be received by hiree: To be returned to DIA:			
FLAGS REQUIRED FOR HIREAGE				
Country	Indoor (2 yard) or Outdoor (2½ yard)	Stock No. (Office use only)	Number of flags	Price
COURIER FEE (IF APPLICABLE)				
TOTAL DUE (Cheques should be made out to 'The Department of Internal Affairs')				
IF MORE FLAGS REQUIRED, PLEASE ATTACH LIST				

Please state the following:

(1) The purpose/occasion for which the flag(s) are required:

(2) The address/location that the flags will be flown:

DECLARATION:

1. I HEREBY UNDERTAKE TO PAY THE REPLACEMENT COST OF ANY FLAG(S) LOST OR DAMAGED BEYOND USE FOR THE PURPOSES OF THE VISITS AND CEREMONIAL OFFICE, WHILE IN MY CARE.
I FURTHER UNDERTAKE TO PAY THE REPAIR COST OF ANY FLAG WHICH IS STAINED, SOILED OR DAMAGED WHILE IN MY CARE.
I ALSO UNDERTAKE TO PAY THE CLEANING COST OF ANY FLAG WHICH IS SOILED OR STAINED WHILE IN MY CARE.
2. I HEREBY AGREE TO RETURN THE FLAGS BY THE DUE DATE AND THAT ANY LATE RETURN (WITHOUT NOTIFICATION TO VISITS AND CEREMONIAL OFFICE) WILL RESULT IN ADDITIONAL FEES BEING INCURRED BY THE HIRER.
3. I HEREBY AGREE TO HANG ALL FLAGS ONLY ON FLAGPOLES, AND NOT ATTACH THEM TO SURFACES USING ANY OTHER MEANS (E.G. STAPLES, BLU-TACK, ADHESIVES, ROPE, ETC).
4. I HEREBY AGREE NOT TO TAKE THE FLAGS OVERSEAS DURING THE HIREAGE PERIOD.
5. THE VISITS AND CEREMONIAL OFFICE RESERVES THE RIGHT TO WITHOLD FLAG HIRE AFTER A HIRE AGREEMENT HAS BEEN MADE. THIS ACTION WILL ONLY BE UNDERTAKEN IF URGENTLY REQUIRED DUE TO OFFICIAL VISIT AND/OR CEREMONIAL REASONS, AND HIRE FEE WILL BE FULLY REFUNDED.
6. I HEREBY AGREE TO RETURN ALL FLAGS IN THE PLASTIC BAGS PROVIDED. OTHERWISE I WILL BE REQUIRED TO PAY \$5.00 PER BAG NOT RETURNED.
7. FLAG HIRE ORDERS CANNOT BE CONFIRMED UNTIL 3 WEEKS BEFORE HIRE DATE.

SIGNED (HIRER)..... DATE

OFFICE USE ONLY:

Flags picked up and/or couriered: (Time and Date)

Form of Payment (Cash/cheque/invoice)

Flags returned (Time and Date)

GFS Receipt No:

Signature of person who received returned flags:

Flags checked:

Date flag hire form filed: