

NZICC Permission Form  
**HELIUM BALLONS**



Please download and complete and return **no later than 14 days prior** to the hiring period of the event. Email complete form to your Event Planner.

For assistance please contact: [support@nzicc.co.nz](mailto:support@nzicc.co.nz)

## CONTACT DETAILS

**Contact Name:**

**Phone Number:**

**Company Name:**

**Email Address:**

**Name of Event:**

**Event Date:**

**Company  
Address:**

**Stand Name:**

**Stand Number:**

## ACTIVITY DETAILS

**What is the proposed display or activity involving helium balloons? Including details of quantity, dimensions, location and installation requirements.**

**How will the helium balloons be used? Include when, where and how they will be used (e.g. decoration, giveaway, arch, etc).**

**How will the helium balloons be supervised and who will be responsible?**

**Are there any other requirements or details NZICC should be aware off?**

## MANDATORY SAFETY REQUIREMENTS

All persons conducting a business or undertaking (PCBUs), along with their staff, are responsible for ensuring that the Health and Safety at Work Act 2015, relevant legislation, procedures, and safe work practices are followed, so far as is reasonably practicable, to safeguard the health and safety of all people.

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

- |   |  |
|---|--|
| <input type="checkbox"/> Only trained and competent personnel will handle and operate helium cylinders                  | <input type="checkbox"/> All helium cylinders will be secured upright and stored away from heat or ignition sources. |
| <input type="checkbox"/> Balloons will be securely weighted or tethered – no free-floating or balloon releases allowed. | <input type="checkbox"/> Balloon displays will not obstruct lighting, sprinkles, exits, or signage.                  |
| <input type="checkbox"/> Foil/Mylar balloons will be kept clear of electrical and rigging equipment.                    | <input type="checkbox"/> All balloons and materials will be safety deflated and disposed of after the event.         |
| <input type="checkbox"/> No helium balloons are able to be placed in the main foyer due to fire systems.                | <input type="checkbox"/> Helium cylinders will not be stored at NZICC overnight.                                     |

## REQUIRED DOCUMENTATION

These documents, and any other documents as requested, must be provided to NZICC with this completed application form.

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

- A completed Risk Assessment for the helium balloon activity.
- Safety Data Sheet (SDS) for helium gas (if cylinders are used onsite).
- Certificate of Public Liability Insurance with cover of at least NZD \$10 million.
- Diagram or photo showing proposed balloon setup and anchoring method (if applicable).

**TERMS AND CONDITIONS (To be completed by the person responsible for the work to be performed)**

Activities at the New Zealand International Convention Centre (NZICC) will only be permitted once formal written approval has been provided by NZICC. Until approval is confirmed in writing, NZICC accepts no responsibility for the accuracy of the information supplied in this form and makes no assurances as to the safety or legality of the proposed activity. Responsibility for both the activity and the information provided rests entirely with the contact person named on this form.

As part of its duty of care, NZICC carries out regular compliance checks and may request supporting evidence at any time. If the activity is found to breach legal or regulatory obligations, differ from the details provided, create safety concerns, or pose a risk to people, the venue, or the environment, NZICC reserves the right to delay or cancel the activity at its discretion until any concerns have been fully addressed.

Approval granted by NZICC does not imply acceptance of liability for any injury, damage, or loss that may result from 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:**

**Signed:**

**AUTHORISATION (NZICC use only)**

**Authorised by:**

**Signed:**

**Comments:**

**Date:**