



RENTAL EQUIPMENT

Event Date(s) _____

Event _____

Event Location _____

Pick Up Date: _____ Time: _____

Return Date: _____ Time: _____

Contact Name _____ Phone _____

Address _____

Rental Fee	Amount Rented	Rental Fee	Deposit
Chairs (up to 200 chairs) \$1.00/chair			
Tables – 5' round (25 tables) \$5.00/table			
Tables – 2.5' x 5' rectangle (10 tables) \$5.00/table			
Tables – 2.5' x 8' rectangle (20 tables) \$5.00/table			
Tables – 2.5' x 2.5' square (10 tables) \$5.00/table			
Tables – 2.5' cocktail tables (10 tables)\$5.00/table			
Picnic Tables - \$10.00 per table			\$100.00
Bleachers - \$25.00 per bleacher			\$500.00
SUB TOTAL			
GST on Rent			
Total			
Date Paid			

Deposit is required at the time of booking.

Deposit is equal to rental charge or \$100.00, whichever is greater unless otherwise stated.

I have read the attached Policy and Regulations and agree to all terms as set:

Signature _____

Print Name _____

Deposit Returned _____

Revised: January 2024



Policy and Regulations – Rental Equipment

- 1) Bookings of the rental equipment must be made through the Community Centre between 8:00am and 4:00pm, Monday-Friday.
- 2) Bookings shall not be considered confirmed until payment of rental and damage deposit has been received and the user's agreement signed. First booking confirmed will have priority. Bookings will only be accepted up to 2 years in advance.
- 3) Deposits paid are for cleanup, damage and booking and must be equal to the booking fee (less GST) or \$100 whichever is greater unless otherwise stated. Deposits will be returned when the equipment has been returned and inspected, less any damage or extra cleanup time.
- 4) Use of table cloths is mandatory if food or beverages are being served. Users must supply their own table cloths.
- 5) **Absolutely** no tape, tacks, fun-tac or staples shall be applied to rental equipment.
- 6) Renters are responsible for transportation and arranging pick up and drop off of equipment.
- 7) If equipment is lost or damaged, renters will be charged a replacement fee.