



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
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		
Bleachers - \$25.00 per bleacher		
SUB TOTAL		
GST on Rent		
Total		
Date Paid		



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 has been received.
- 3) **Absolutely** no tape, tacks, fun-tac or staples shall be applied to rental equipment.
- 4) Renters are responsible for transportation and arranging pick up and drop off of equipment.
- 5) If equipment is lost or damaged, renters will be charged a replacement or repair fee.

Rented Equipment shall be returned to the Town in as clean and proper working order condition as when received by the renter.

Any damage incurred to the equipment beyond reasonable wear and tear, or required cleaning, will be the responsibility of the renter to reimburse, at the Town's discretion to be repaired, cleaned or replaced to return the rental unit to its original state. All associated costs will be the responsibility of the renter to reimburse the Town.

Renter Initials

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

Print Name

Signature

Date