

Event Booking Form 2021

EQUIPMENT

Event Area	Description	Quantity	Rental Fee (Per item)	# Rqd	\$Amt
GATES	Hand Stamps – Automatic with stars, happy faces, OK	6	\$3		
	Gate Click Counters – counts 1 to 9999	4	\$2		
	Metal Cash Trays with Lids and Keys	3	\$5		
	Unlocked Money Boxes	4	\$2		
	Locked Money Boxes	1	\$2		
	Money Aprons	15	\$2		
	SITE SETUP	Recycling blue bins on wheels / 4 with lids	5 bins	\$5	
Heavy Duty Extension Cords – 100' & 50' & 30'		3	\$5		
Heavy Duty Power Bar		2	\$5		
Power Bar		2	\$3		
Wooden Stake Stanchions including rope (12 stakes with 100' Rope)		2	\$3		
Large Plastic Garbage Cans on wheels(4)/ no wheels (6)		10	\$5		
Portable White Picket Fencing - 8' lengths		6	\$10		
Pop-Up Tent/Sun Shade (8'x8'; 9'x9';10'x10')		8	\$30		
Pop-Up Tent/Sun Shade (10'x12'; 10'x15')		3	\$50		
Heavy Duty Tents (20'x20', 20'x40') includes setup		various	Starting at \$250		
Tables – 13 - 6' and 5 - 8' rectangle heavy duty plastic		18	\$5		
Chairs – 12 folding; 48 white/ beige patio		60	\$2		
Stage Risers - 4' x 4' wood & 4' x 8' wood		11 small/4 large	\$5		
Snow Fencing – Various length rolls (per roll)		6	\$5		
Empty Sand Bags		50	\$2		
Portable Generator – 5000 Watts: 120V/240 volt – 20A (per day)		1	\$50		
SAFETY	Security Vests & Arm Bands – Neon Orange	15	\$2		
	Volunteer Vests – Navy Cotton – S/M/L/XL/XXL	80+	\$1		
	Medical Vests	6	\$2		
	Rubber Guard Protector for Electrical Cords 10'	3	\$5		
	Rubber Cow Mats - 4' x 6' – heavy duty coverage	6	\$5		
	Street Barricades	4	\$5		
	Orange Pylons ,Lg 22, Sm 21	22/21	\$2		
COMMUNICATION	Portable PA System	2	\$50		
	Megaphone	3	\$10		
	Walkie Talkies - Rechargeable	6	\$7		
OTHER	Large Insulated Drink Dispensing Coolers	2	\$5		
	Large Drink Holding Tubs	3	\$5		
	Canvas Tarps – 10, 20 & 50'	3	\$5		
	Revolving Raffle Drum – small & large	2	\$5-\$10		
	Black Drapery (4' wide x 8' high)	20 panels	\$2 per panel		
	Donation Boxes – Large, Stand Alone	3	\$5		
	Donation Jars – Tabletop	3	\$3		
GAMES	Admission Kiosk	1	\$5		
	Photo Frames – Various Characters	3	\$3		
	Horseshoes- Adults and Children's sets	2	\$5		
	Tug of War Ropes	1	\$2		
Frisbees, sidewalk chalk, potato sacks, hula hoops etc.	Numerous	\$1			
Large Wooden Children's games –2 Ring Toss games; Frog Flipper; 5 various Bean Bag Toss games; Knock Over the Milk Bottles; Milk cans; All games come with accessories - balls, hoops, bean bags, frogs, etc.	10 different large wooden games 3	\$10 per game			

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SIGNAGE

Event Area	Description	Quantity	Rental Fee (per item)	# Rqd	\$Amt	
SIGNAGE	"A" Frame Large Sandwich Plywood Signs Holders (2'x3')	16	\$7			
	Coreplast Sign Holders (Bundle of 10)	30	\$5 (Bundle)			
	Flag & Banner Stand Holders & Poles	12	\$2			
	We have the following Coreplast Signs If you don't see what you need let us know.	Various	\$2 - \$3			
PARKING SIGNS	PARKING ----->	3	\$4			
	PARKING <-----	4	\$4			
	NO PARKING	3	\$4			
	PARKING with symbol	6	\$4			
	HANDICAPPED PARKING ONLY	1	\$4			
	VENDOR PARKING (1'x4')	1	\$3			
	VOLUNTEER PARKING (1'x4')	1	\$3			
	PARKING (2'x4') to be used with the following stickons	20	\$4			
	<----- & ----->	6				
	STRAIGHT AHEAD	5				
	RESERVED	4				
	VIP	2				
	VENDOR	2				
VOLUNTEER	2					
ADMISSION/GATES	ADMISSION SOLD HERE (1'x3')	3	\$3			
	ADMISSION SOLD HERE (2'x6')	1	\$4			
	GATES -----> (2'x3')	3	\$4			
	MAIN GATE (2'x3')	2	\$4			
ENTRANCE/EXIT	ENTRANCE (1'x5')	1	\$4			
	EXIT (1'x2')	4	\$3			

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	INFORMATION -----> (2'X3')	3	\$3		
	INFORMATION <----- (2'X3')	3	\$2		
	<----- & -----> symbols (various sizes)	17	\$2		
LOCATION	CHILDRENS AREA (2'X2')	3	\$3		
	FESTIVAL HEADQUARTERS (2'X3')	1	\$4		
	REGISTRATION (1'X5')	1	\$4		
	REUNION (2'X4')	1	\$4		
WASHROOMS	WASHROOM (Various Sizes)	7	\$4		
RESTRICTIONS	RESERVED AREA (2'X2')	2	\$3		
	RESTRICTED AREA (2'X2')	2	\$3		
	IMPORTANT NOTICE (3'x3') WE RESERVE THE RIGHT TO INSPECT ANY BAGS WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE	1	\$4		
	NO SPECTATORS IN THIS AREA (2'X2')	2	\$3		
VARIOUS	HANICAPPED (1'X1') symbol	10	\$3		
	MEDIA (2'x2')	2	\$3		
	FIRST AID	1	\$3		
	LOST AND FOUND	1	\$3		
	BEER GARDEN	1	\$3		
	THANK YOU TO OUR SPONSORS (various sizes)	8	\$4		
	No Weekend Parking	1	\$4		
	Bike Race Ahead	1	\$4		
	Start/ Finish	1	\$2		
	Lanes 1 to 4	1	\$2		
	ENCAMPMENT STARTS HERE NO CAMPERS, RVS OR MOTORHOMES BEYOND THIS POINT (2'X3')	2	\$4		
Signs on Wood Pickets	FIRST AID	1	\$3		
	PARKING	4	\$3		
	NO PARKING	1	\$3		
Note: 13% HST will be added to your final invoice total			TOTAL		

Event Equipment Booking Form

Contact: Manager, Eastern Ontario Event Centre
Almonte Civitan Club, 500 Almonte St., Almonte K0A 1A0
Phone: 613-256-6234 leave a message by pressing '0'
eventscentre@almontecivitan.com

Open by appointment only – Equipment pickup and return times are negotiable.

Eastern Ontario Events Centre User Waiver/Contract

Contact Name:

Organization

Name of Event:

Address:

Phone #:

Email:

Dates of Event:

Pick up Date:

Drop off Date:

I accept full responsibility for the care of the rental equipment signed out on this form and I agree to pay for any damage to the equipment and/or replace it at full current retail value if the damage is irreparable or the event equipment is lost. If the rental item is late being returned from agreed upon time/date, I will be charged an additional fee unless other arrangements have been made.

The Eastern Ontario Events Centre and Almonte Civitan Club are not liable for any physical harm or injury due to equipment failure when equipment is in my possession (including pickup, loading, during event, drop-off and unloading times).

I understand that I will be invoiced after the return of all rented event equipment and agree to pay the agreed upon rental fee within 30 days of being billed.

I have read this contract and fully agree to the terms and conditions as laid out.

Signature:

Date:

Centre Staff:

Date: