Event Booking Form 2021

EQUIPMENT



GATES Hand Starps Automatic with dark, happy faces, OK 6 53 Gate Click Counters counts 1 is and 8999 4 52 Unlocked Money Boxes 4 52 Licked Money Boxes 1 52 Money Aprons 15 52 STE SETUP Recycling bob bins on wheels /4 with lids 5 bins 55 Heavy Duty Extension Cords - 100° & 50° & 30° 3 55 1 Heavy Duty Extension Cords - 100° & 50° & 30° 3 55 1 Heavy Duty Extension Cords - 100° & 50° & 30° 3 55 1 Monder Mare Bar 2 53 1 1 50 Power Bar 2 53 1 1 50 1 50 10 55 1 1 1 50 1 1 50 1 1 50 1 1 50 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <td< th=""><th>Event Area</th><th>Description</th><th>Quantity</th><th>Rental Fee (Per item)</th><th># Rqd</th><th>\$Amt</th></td<>	Event Area	Description	Quantity	Rental Fee (Per item)	# Rqd	\$Amt
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Unlocked Money Boxes 4 92 Incided Money Boxes Locked Money Boxes 1 52 Incided Money Boxes 1 SITE SETUP Recycling blue bins on wheels / 4 with lids 5 bins 55 Incided Money Boxes Heavy Duty Power Bar 2 55 Incided Money Boxes 2 53 Incided Money Boxes Wooden State Stanchions including rope (12 stakes with 100° Rope) 2 53 Incided Money Boxes Power Bar 2 53 Incided Money Boxes Incided Money Boxes Incided Money Boxes Portable Money Boxes Canson wheels (4)/ no wheels (6) 10 55 Incided Money Boxes Incided Money Boxes Portable Money Boxes Canson wheels (4)/ no wheels (6) 10 55 Incided Money Boxes		Metal Cash Trays with Lids and Keys	3			
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Walkie Talkies - Rechargeable6\$71OTHERLarge Insulated Drink Dispensing Coolers2\$55Large Drink Holding Tubs3\$555Canvas Tarps - 10, 20 & 50'3\$555Revolving Raffle Drum - small & large2\$5-\$1055Black Drapery (4' wide x 8' high)20 panels\$2 per panel5Donation Boxes - Large, Stand Alone3\$555Donation Boxes - Large, Stand Alone3\$5555Donation Boxes - Large, Stand Alone3\$5555Donation Boxes - Large, Stand Alone3\$5555Photo Frames - Various Characters3\$3555Tug of War Ropes1\$25555Tug of War Ropes1	COMMUNICATION	Portable PA System	2	\$50		
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Large Drink Holding Tubs3\$5Canvas Tarps - 10, 20 & 50'3\$5Revolving Raffle Drum - small & large2\$5-\$10Black Drapery (4' wide x 8' high)20 panels\$2 per panelDonation Boxes - Large, Stand Alone3\$5Donation Jars - Tabletop3\$3Admission Kiosk1\$5Photo Frames - Various Characters3\$3GAMESHorseshoes- Adults and Children's sets2\$5Tug of War Ropes1\$2Frisbees, sidewalk chalk, potato sacks, hula hoops etc.Numerous\$1Large Wooden Children's games -2 Ring Toss games; Knock Over the Milk Bottles;10 different large wooden games\$10 per game wooden games\$10 per game		Walkie Talkies - Rechargeable	6	\$7		
Canvas Tarps - 10, 20 & 50'3\$5Revolving Raffle Drum - small & large2\$5-\$10Black Drapery (4' wide x 8' high)20 panels\$2 per panelDonation Boxes - Large, Stand Alone3\$5Donation Jars - Tabletop3\$5Admission Kiosk1\$5Photo Frames - Various Characters3\$3GAMESHorseshoes- Adults and Children's sets2\$5Tug of War Ropes1\$2Frisbees, sidewalk chalk, potato sacks, hula hoops etc.Numerous\$1\$10 per gameLarge Wooden Children's games -2 Ring Toss games; Knock Over the Milk Bottles;10 different large wooden games\$10 per game	OTHER	Large Insulated Drink Dispensing Coolers	2	\$5		
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Donation Jars – Tabletop3\$30Admission Kiosk1\$50Photo Frames – Various Characters3\$30GAMESHorseshoes- Adults and Children's sets2\$50Tug of War Ropes1\$20Frisbees, sidewalk chalk, potato sacks, hula hoops etc.Numerous\$10Large Wooden Children's games –2 Ring Toss games; Frog Flipper; S various Bean Bag Toss games; Knock Over the Milk Bottles;10 different large wooden games\$10 per game \$10 per game\$10 per game		Black Drapery (4' wide x 8' high)	20 panels	\$2 per panel		
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Frisbees, sidewalk chalk, potato sacks, hula hoops etc. Numerous \$1 Large Wooden Children's games –2 Ring Toss games; 10 different large \$10 per game Frog Flipper; wooden games \$10 per game 5 various Bean Bag Toss games; Knock Over the Milk Bottles; Image: Note that the matching of the ma	GAMES	Horseshoes- Adults and Children's sets	2			
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Frog Flipper;wooden games5 various Bean Bag Toss games;Knock Over the Milk Bottles;						
5 various Bean Bag Toss games; Knock Over the Milk Bottles;			-	\$10 per game		
Knock Over the Milk Bottles;			wooden games			
			2			
Milk cans; 3 All games come with accessories - balls, hoops, bean bags, frogs, etc.			3			

Event Booking Form 2021 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		

Event Booking Form 2021 SIGNAGE



Event Area	Description	Quantity	Rental Fee	# Rqd	\$Amt
			(per item)		
	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		TOTAL		
	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' <u>eventscentre@almontecivitan.com</u>



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:			

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).

Drop off Date:

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:		
Centre Staff:		

Date:

Date:

Pick up Date: