



Community Event Equipment Loan Program

Please complete this page in its entirety and submit it to the Tourism Nanaimo Office at 2290 Bowen Road, Nanaimo, BC V9T 3K7. Tel (250-756-0106 x26), Fax (250-756-0075).

PLEASE NOTE: REQUEST IS NOT CONSIDERED CONFIRMED UNTIL TOURISM NANAIMO STAFF HAS CONTACTED YOU DIRECTLY.

Rental Group Information:

Organization: _____

Event: _____ Location: _____

Contact Person: _____

Home phone #: _____ Work # or Cell #: _____

Date & Time of Pick up: _____

Date & Time of Return: _____

Community Event Equipment Loan Program: Rental Terms and Conditions:

The following terms and conditions apply to all bookings of this equipment:

- The Community Event Equipment Loan Program is in place to assist public and community events hosted typically by Not-For-Profit groups and associations. These groups will receive priority on bookings.
- All Community Event Equipment remains the property of PacificSport and the City of Nanaimo and may be picked up at, or returned to, Tourism Nanaimo's Visitor Centre at Beban House, 2290 Bowen Road **only between the following hours:**
MON – FRI 9:00 a.m. – 4:30 p.m
- Reservations to be made **7 days in advance** by faxing this form or by dropping it off at the office. Community Event Equipment is available for your event to a maximum of 7 days, unless alternate arrangements have been made. **A \$25.00 per day late charge will be applied if equipment is not returned on date previously agreed to. After 7 days, you will be invoiced for the unreturned equipment.**
- **A \$300 security / damage deposit** must be paid by cash or credit card at the time of reservation confirmation (Tourism Nanaimo will contact you).
- Upon return of the kit and once the equipment has been accounted for, the deposit will be refunded, **less a \$25.00 administration fee.**
- Groups using the equipment accept full responsibility for returning all equipment in its original state and will be held responsible for any repair or replacement costs.
- All Community Event Equipment must be returned in the same condition and packaging as received (normal wear and tear expected), including all instruction and reference manuals.
- Renter shall be held responsible for any and all damages to the equipment while in their possession and for the cost of repairs or replacement to damaged, lost or stolen equipment.
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As an authorized signatory of the above listed organization, I acknowledge that I have read and understood the Terms and Conditions as outlined above and accept sole responsibility for the Community Event Equipment used at our event.

Signature: _____

Printed name: _____ Date: _____

Community Event Equipment Loan Program Rental List

(Subject to availability – on a first come first served basis. Indicate number of items or amounts required in space provided.)

Required #	Out	In	Equipment
			1 – Portable tent 10 X 15
			1 – Portable tent 10 X 10
			1 – Portable PA system
			4 – 2-way radios
			1 -- First Aid Kit (all supplies used must be replaced by event organizer)
			1 – Coleman Generator & 20L gas can (<i>cost of gas for generator is not included in the event kit rental fee and is the responsibility of the event organizers</i>)
			2 – Stop watches
			3 – 5 Gallon Water Cooler
			1 – 100 foot extension cord
			1 – Airworks 16” Oscillating Pedestal Fan
			Traffic Cones (max. 10)
			Garbage cans & lids (max. 5) <i>*must wash out garbage cans after use</i>
			14 – Safety vests
			4 – Stop/Slow Paddles
			2 – Powerbars

Name of Person Accepting Responsibility for the Community Event Equipment:

Name: (please print) _____

Signature out _____ Date: _____

Signature in _____ Date: _____

City of Nanaimo Rental Inventory

All requests for equipment on this page will be passed onto the Facilities Rental Clerk at Beban Park. Equipment rentals are not confirmed until you have been contacted by the Beban Rentals Clerk. If you have not been contacted within 7 days after submitting your request, please call Brenda Gallacher directly at 756-5202. All the items on this page have their own associated rental costs and deposits which need to be paid to the City of Nanaimo.

Community Event Equipment at Cost

- Staging requirement: 2' height, please give dimensions for stage. (each section 4' X 8' or e.g. 12' X 24') _____
- Number of Bleachers required _____
(Cost of Delivery for bleachers: \$100.00 per bleacher) (No charge if bleacher(s) are picked up and returned by user)
- Number of Chairs required _____ (\$2.00/chair, maximum of 50 available)
- Number of tables required _____ (\$10.00/table, maximum of 20 available)
- _____ Snow fencing (in feet) and number of posts _____
- _____ No Parking and Meter Bags for Restricted Parking signs
- Street sweeper cost: \$99.50 per hour (includes operator)
- Flat bed truck w/ lift cost: \$55.75 per hour (includes operator)
Note: extra charges will apply during statutory holidays and overtime hours
- Road barricades (30)

Name of Organization: _____

Contact Person: _____

Phone Number _____ **Fax:** _____

Preferred Date of Pick-up _____

Date to Return: _____

The Community Event Equipment Loan Program is available to help organizers make their events the best they can be. Remember that the equipment will be utilised by other organisations throughout the season, so please take care with all items in order to ensure its longevity of use.

Thank you!

Beban Park Office Use Only:

Date Faxed by Tourism Staff: _____