



2024 Special Event Equipment Agreement Form

Application Information

Applicant's Organization Name:	
Applicant's Contact Name:	
Street Address:	
Mailing Address: (if different than above)	
Town:	
Postal Code:	
Telephone:	
E-mail Address:	
Website/Facebook link:	

Booking Information- please indicate your request

Name of Event	
Date of Event	
Location of Event	
On-site contact Name & Cell #	
Date of Booking Equipment	
Pick-up / deliver - Day and Time (circle one)	
Return / Pick-up - Day and Time (circle one)	
Purpose of Event (Fundraiser, Community Event, etc.)	
Estimated total attendance	

No deliveries of event equipment between October 1-April 30. Pick up and Return will have to be arranged by the organization booking the event equipment.



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Rental Agreement Requirements.

Applicable to All Organizations

I understand that if any of the Clearview Special Event Equipment is damaged while in our care, we will **immediately reimburse** the Township for the cost of such damage. An invoice will be provided by Clearview Township for the full cost of the replacement or cost of the repair.

- I understand that it is our responsibility as the Event Organizer to pick up and return the equipment rented between October 1 to April 30.
- In such case as all of the tents/tables are required for your event, the Township Staff will deliver the Event Trailer. It will be left on site for the duration of the event. The Event Organizer will need to be present for the delivery and pick up of the Event Trailer. The Trailer Lock Code will be provided. It will be the responsibility of the renting Organization to set up and take down any of the Clearview Special Event Equipment.
- The Event Organizer is responsible for all equipment from the point of delivery/pick-up until return. The Event Organizer will also take on full responsibility & will be held liable for any damages that occur to any and all equipment. Event Organizers will be charged for damaged, broken, lost, and stolen equipment at replacement prices.
- The Township of Clearview, reserves the right to deny any of the Special Event Equipment rental to individuals or groups who fail to meet Township Event Standards.
- Priority requests will be given first to Weekly Markets and Signature Events (Winterama, Duck Races, Turas Mor, Canada Day, Ruff Mudder, Gathering of the Classics, Copper Kettle Festival, GNE and Small Halls Festival). All other requests will be on a first-come, first-serve basis or at the discretion of Township staff.
- Event equipment is not available on Thursdays between June to August due to Music, Market and Park It.

QUENCH BUGGY WATER STATION

- The water station is only delivered on Tuesdays and picked up on Mondays. Refer to the Standard Operating Procedures for set up details.
- Event organizer must confirm that there is access to a water spigot, with township water, and a standard 110v electrical outlet.
- The water station is only available to limited events based on tourism staff and water department staff availability.



CLEARVIEW
TOWNSHIP

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Please indicate amount of event equipment required:

Item	Description	Quantity Required
Tents	(20) 10 x 10 pop up Clearview tents	
Tent Weights	(40) Weights and Wagon	
Barricade Fencing	(24) Metal tube crowd control fencing	
Tables	(25) Hard 8ft long plastic folding tables	
Umbrellas with stands	(5) Pop up Umbrellas- wooden posts with metal bases	
Hand Wash Station	(1) Includes soap and paper towels. Delivered empty. Water must be emptied prior to pick up.	
Counters	(4) Event Attendance "clickers"	
Signage	(2) Information and (2) Washrooms (directional)	
Tear drop Flags	(2) Event Today flags + weights	
Cable Covers	(4) Protectors for over extension cords	
Garbage containers	(4) Includes black bags. Containers must be emptied before returning.	
Recycling Containers	(4) Includes clear bags. Containers must be emptied before returning.	
Muskoka Chairs	(15) Plastic chairs, Navy, Blue & Lime Green	
Giant Games	Checkers and Bean Bag Toss	
Stanchions	(10) Portable stanchions for controlling line-ups (for inside use only)	
Accessible Parking	(2) Accessible parking signs with bases	
Water Station	Needs to be attached to a municipal water supply. Only delivered on Tuesdays. Refer to Water Cart SOP.	

By printing, signing and dating the line below, you adhere to the terms and conditions as described above and indemnify, defend and hold the Township of Clearview, its owners and employees harmless from and against any and all liability and costs incurred by the indemnified parties in connection with any claim arising out of any breach by you of this agreement or the harm/damage to persons and/or property caused by any/all equipment.

Form Completed By (Name): _____

SITE MAP – Draw or Attach (if applicable).

Sincerely,

Amanda Murray, MHK

Community Culture & Tourism Coordinator, Township of Clearview
(705) 428-6013 ext. 504, amurray@clearview.ca