



CLEARVIEW

2019 Clearview Township Special Event Equipment Rental Agreement

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 | |
| Date of Booking Equipment | |
| Pick-up/delivery - Day and Time | |
| Return/Pick-up – Day and Time | |
| Purpose of Event (Fundraiser, Community Event, etc.) | |
| Estimated total attendance | |



CLEARVIEW

*** No deliveries of event equipment after September 30th. Pick up and Return will have to be arranged by the organization booking the event equipment.**

Rental Agreement Requirements.

- I understand that a security deposit is required upon booking the Clearview Special Event Equipment (see table below).
- I understand that if any of the Clearview Special Event Equipment is damaged our security deposit will be used to either repair or purchase new equipment.
- I understand that it is our responsibility as the Event Organizer to pick up and return the equipment rented.
- 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 Event Organizer will have to sign for the key to the Event Trailer. 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 pick-up until return. The Event Organizer will also take on full responsibility & will be held liable for any damages that occur to any/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.
- Deposit is due 48 hours prior to the event date and deposited in Township of Clearview's account.
- All of the Clearview Special Event Equipment must be returned within 48 hours from the end of the event, failure to do so will result in a late fee.
- Deposits will be returned upon completion of Special Event Equipment being checked by Clearview Staff. Check(s) done by renter(s) will not suffice as valid for deposit return.
 - \$1500 is required Tents (any quantity)
 - \$250 is required for all other equipment (any quantity)
- Priority requests will be given first to Signature Events (Winterama, Health & Leisure Expo, Duck Races, Turas Mor, Canada Day, Children's Festival, 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.



CLEARVIEW

Please indicate the amount of event equipment needed:

| Item | Description | Quantity needed | Deposit Required |
|---|--|-----------------|------------------|
| Tents | (20) 10 x 10 pop up Clearview tents | | |
| Fencing | (25) Metal tube crowd control fencing | | |
| Tables | (20) Hard 8ft long plastic folding tables | | |
| Counters | (4) Event Attendance "clickers" | | |
| Hand Wash Station | (1) Includes soap and paper towels. Delivered empty and water must be disposed prior to pick up. | | |
| Signage | (2) Information and (2) Washroom (directional) | | |
| Cable Covers | (4) Protectors for over extension cords | | |
| Total Amount of Deposit Required | | | \$ |

\$1500 deposit is required for any quantity of tents.

\$250 deposit is required for any quantity of other equipment

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.

Date: _____ Signature: _____

Sincerely,

Amanda Murray, MHK

Community Culture & Tourism Coordinator

Township of Clearview

(705) 428-6230 ext. 249

amurray@clearview.ca

Clearview Management Use Only:

| Application processed | Application approved | Invoice Number # | Invoice Amount |
|-----------------------|----------------------|------------------|----------------|
| | | | |