



CLEARVIEW

2020 Clearview Township Special Event Equipment 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	
On-site contact Name & Cell #	
Date of Booking Equipment	
Pick-up/deliver - Day and Time	
Return/Pick-up - Day and Time	
Purpose of Event (Fundraiser, Community Event, etc.)	
Estimated total attendance	

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



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Rental Agreement Requirements.

Community Organization and Not For Profit

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. Initial: _____

Business, Private Property and For Profit

- Deposit is due 48 hours prior to the event date and deposited in Township of Clearview's account.
- All 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)

Initial: _____

- 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 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.
- Priority requests will be given first to Weekly Markets and 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.



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Please indicate the amount of event equipment needed

Item	Description	Quantity Required
Tents	(20) 10 x 10 pop up Clearview tents	
Tent Weights	20 Weights and Wagon	
Barricade Fencing	(25) Metal tube crowd control fencing	
Tables	(30) Hard 8ft long plastic folding tables	
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)	
Cable Covers	(4) Protectors for over extension cords	
Garbage containers	4 with bags. Containers must be emptied before returning.	
Recycling Containers	4 with bags. Containers must be emptied before returning	
Muskoka Chairs	20 – plastic – Navy, Blue & Lime Green	
Giant Games	Checkers and Bean Bag Toss	
Stanchions	(10) Portable stanchions for controlling line-ups	
Accessible Parking	(2) Accessible parking signs with bases	

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



CLEARVIEW

SITE MAP – Draw or Attach (if applicable).