



CITY EVENT EQUIPMENT BOOKING FORM 2024

EVENT NAME:	EVENT DATE:
--------------------	--------------------

City event equipment is located at the Parkinson Recreation Centre. Must bring 2 able-bodied adults for loading/unloading equipment. Bring truck and/or cube van.

Pick-ups & returns must take place WEEKDAYS between 8:00 am & 3:00 pm only.

Prices seen below are the replacement cost for each item if not returned, not including tax

ITEM	DETAILS	REPLACEMENT COST (<i>plus tax</i>)	STOCK	REQUEST
Cone	12" small	\$6.67	164	
	18" large	\$9.99	410	
Safety Vest	one size fits all	\$6.95	71	
Slow Paddle	Short handled available	\$63.10	14	
Class 1 Barricade	Includes 2 posts, 2 bases, 1-6' board. Posts are 4' high	Post-\$89.43 Base-\$41.40 Board-\$174.72	113	
Heavy Duty Cable Cover	5 channel, 3' long	\$82.99	17	
	2 channel, 3' long	\$78.99	20	
Rubber Tent Weights	4 weights required per tent	4 / \$160.00	89	
Garbage Pickers		\$16.89	4	
	2'x4' plastic - 24" insert space for posters	\$200.00	34	
	2' x 4' plastic - no insert space	\$200.00	3	
Local Traffic Only Sign	29" x 12"	\$27.06	9	
No Parking Downtown Signs	24"x 32" – plastic red & white	\$40.00	23	
Event Parking Sign	Arrow points left	\$35.00	3	
	Arrow points right	\$35.00	4	
	Arrow points straight ahead	\$35.00	3	
Accessible Parking Signs	12"x 16" – plastic	\$25.00	9	
Class 3 Barricade	One piece <i>* Large truck needed</i>	\$560.42	6	
Metal Stanchions	37" high. Base is 1'x1'	TBD	27	
Triangle Detour Sign – arrow straight ahead		\$62.50	2	
Double-sided DETOUR sign arrow points to left or right	One piece	\$111.85	3	
TRIPOD stand for signage	One piece	\$22.54	7	
One sided DETOUR sign	Arrow points left	\$67.68	1	
	Arrow points right	\$66.61	1	
Run Race Kit (up to 10k)	Markers, signage, finish banner		1	

Pick up Day/Date:	Proposed Pick up Time:	Return Day/Date:	Proposed Return Time:
-------------------	------------------------	------------------	-----------------------

Contact Person:	Cell:	E-mail:
-----------------	-------	---------

Alternate Person:	Cell:	E-mail:
-------------------	-------	---------

Staff Initial on PICK UP : _____ Event Organizer signature on PICK UP: _____
 Staff Initial on DROP OFF: _____ Event Organizer signature on DROP OFF: _____

Notes: