

Contact Name: _____ Phone: _____ Email: _____

Address: _____ Town/City: _____ Postal Code: _____

Pickup Date & Time: _____ Date of Event: _____ Return Date & Time: _____

Please let our staff know if you will be late for your pickup or return - late fees apply on late returns

Event Area	Description	Inventory	Rental Fee	Replacement Cost	# Out	\$ Amt
ADMISSION/ GATES	Hand Stamps - Automatic with Stars, Happy Face	1	\$ 3	\$ 15.00		
	Gate Click Counters - counts 1 - 9999	3	\$ 2	\$ 15.00		
	Money Apron	13	\$ 1	\$ 10.00		
	Cash Trays (some w/lids)	12	\$ 2	\$ 100.00		
SITE SETUP	10 x 10 Aluminum Frame Tent	12	\$ 20	\$ 445.00		
	10 x 10 Tent Package (includes tent, sides and weights)	12	\$ 35	\$ 682.00		
	10 x 20 Aluminum Frame Tent	3	\$ 30	\$ 570.00		
	10 x 20 Tent Package (includes tent, sides and weights)	3	\$ 45	\$ 740.00		
	Canopy Weight Discs - Set of 4	13	\$ 5	\$ 54.00		
	Chairs	50	\$ 2	\$ 54.00		
	Deluxe Folding Table - 72" x 30"	6	\$ 10	\$ 304.00		
	Economy Folding Table - 96" x 30"	50	\$ 10	\$ 221.00		
	Fiberglass Step Ladder - 6'	1	\$ 10	\$ 460.00		
	Galvanized "Corral" Fencing - 8' Sections	140	\$ 10	\$ 200.00		
	Galvanized Fencing - 10' Sections	10	\$ 10	\$ 200.00		
	Large Plastic Garbage Cans	50	\$ 3	\$ 15.00		
	Portable Generator - 5000 Watts: 2-120V plus 1-120/240V - 20 Amp & 1-240V 20 Amp	1	\$ 50	\$ 1,000.00		
	Portable White Picket Fence - 8' Sections	6	\$ 10	\$ 100.00		
	Rubber Mallet	6	\$ 2	\$ 12.00		
	Snow Fencing - 100' Sections	10	\$ 5	\$ 55.00		
	Stage Risers - 4' x 8'	10	\$ 10	\$ 100.00		
	Tent Side Walls - 10 x 10	48	\$ 5	\$ 45.75		
	Tent Side Walls - 10 x 20	18	\$ 5	\$ 29.00		
	Tip N Roll 4 Row Bleachers	4	\$ 100	\$ 3,500.00		
SIGNAGE	Blank Banners - 10' with Letters	2	\$ 10	\$ 75.00		
	Metal "A" Frame Signs	20	\$ 5	\$ 246.00		
	Various Printed Signs (No Parking, Etc...)	120	\$ 0.50	\$ 10.00		
SAFETY	Hi-Vis Safety Vest - L/XL	25	\$ 2	\$ 38.00		
	Hi-Vis Safety Vest - 2XL/3XL	10	\$ 2	\$ 38.00		
	Heavy Duty Safety Cone	25	\$ 5	\$ 34.00		
	Plastic Crowd Control Kit - Contains: Chain (125'), Posts (10) and Hooks (24)	4	\$ 40	\$ 681.00		
COMMUNICATION	Megaphone	1	\$ 10	\$ 269.00		
	Portable PA System	2	\$ 50	\$ 1,000.00		
	Walkie Talkies - Rechargeable	1 pair	\$ 5	\$ 40.00		
OTHER	6' x 10' Enclosed Events Trailer	1	\$ 30	\$ 10,000.00		
	Galvanized Drink Trough - Large	2	\$ 10	\$ 100.00		
	Galvanized Drink Trough - Medium	1	\$ 10	\$ 100.00		
	Oscar Popcorn Machine w/Cart	1	\$ 30	\$ 699.95		
	Revolving Raffle Drum	2	\$ 5	\$ 150.00		

GAMES	4-in-a-Row!	1	\$ 20	\$ 499.95		
	Cannonball	1	\$ 10	\$ 219.95		
	Crown & Anchor/Cake Wheel (Full Size)	1	\$ 5	\$ 100.00		
	Crown & Anchor/Cake Wheel (Tabletop)	1	\$ 5	\$ 100.00		
	Giant Checker Game	1	\$ 20	\$ 469.95		
	Large Plinko w/Balls	1	\$ 5	\$ 199.95		
	Metal Milk Cans (1lg, 1 sm) w/Balls	1	\$ 5	\$ 100.00		
	Pop-Up Games (below):					
	Bull Rope-N	1	\$ 10	\$ 100.00		
	Numbers	1	\$ 10	\$ 100.00		
	Tiki Toss	1	\$ 10	\$ 100.00		
	Trunk Toss	1	\$ 10	\$ 100.00		
	Ring Toss w/Rings	2	\$ 3	\$ 50.00		
	Tic Tac Toe w/Bean Bags	1	\$ 5	\$ 50.00		
	Wooden Milk Bottles (6 + 5 Rings)	1	\$ 5	\$ 50.00		

Pick Up & Drop Off Procedures

When picking up and dropping off equipment, be sure to bring enough help to load and unload equipment safely from the Events Resource Centre to your vehicle. The Events Resource Centre Staff are not responsible for loading and unloading, delivering or picking up equipment. If you have not brought enough help, staff will not be able to complete your order until you have adequate help. **Be sure to contact ERC headquarters to book your time to pick up and return items.** A staff person must be present at all times to ensure safety precautions have been met. The staff person will meet you at the building, locate the items from the Events Resource Centre to be rented, and stay until all loading is complete. On drop off days, make sure you book a time with headquarters. If equipment is dropped off and left outside of buildings, an extra \$50 will be billed to your account for not abiding by the rules and your account will be suspended, no longer giving you the privilege to rent from ERC.

Pick Up & Drop Off Days Monday and Friday

Events Resource Centre Operates from May 1st to August 31st (Special consideration may be given to Festivals that take place between September, October and April. Please call ERC to see if you qualify)

Damaged/Lost Equipment

The renter must sign the accompanying waiver/contract accepting full responsibility for the care of the rental equipment listed in this form and agree to pay for any damage to the equipment and/or replace it at full current retail value if the damage is irreparable or equipment is not returned. If the rental is not returned at the set time and date, the renter will be charged an additional fee per day unless other arrangements have been made. The Events Resource Centre / Saugeen Shores Chamber of Commerce / Port Elgin Pumpkinfest are not liable for any physical harm or injury due to equipment failure when equipment is in your possession (Including pick up and drop off).

Late Fee's

If rental equipment is not returned at the scheduled time, your event will be charged \$15.00 every half hour that you are late. Unless other arrangements have been made with Events Resource Centre staff.

Minimum Fee

If your rental is under \$25, you may still rent items but will be invoiced the minimum fee of \$25.

Renters Signature

Date