

Centre Wellington – Cultural Resource Centre

Order Form & Invoice 2023

The completed and signed form should be returned to:

Paula Sealey, Community Development Coordinator at paulasealey@centrewellington.ca

Approval of use is dependent upon schedule at the sole discretion of the Township of Centre Wellington.

RESOURCE AREA	DESCRIPTION	QUANTITY	#	PRICE each per day (includes HST)	TOTAL
GATES	Gate Click Counters (count to 9999)	7		\$1.25 12/\$11.30	
	Wooden stamps with stamp pads	12		12/\$2.25	
	Donation pails	2		\$1	
	Small safe	2		\$6.50	
SITE SET UP	Recycling Bins with wheels and lids	4		\$3.50	
	Pop Up Tents – 10x10, white Customer set up.	12		\$31.75/3 days \$15.00/day	
	Tent sides (4 sides attach to 10x10 pop up tent)	1 set		\$18.00/3 days	
	Heavy duty tent weights (25 lbs each)	set of 4		\$5.50/set	
	Portable hand wash station (customer supplies soap & paper towel)	1		\$24.35/day \$68.90/3days	
	4' White folding tables (adjustable height)	1		\$6.00	
	6' white folding table	6		\$6.75	
	6' white folding bench	2		\$4.50	
	25' power cord	2		\$2.25	
	Water cooler jug – 10 gallon	10		\$10.00	
	Water cart (4 spigots/fountains) Fill out attached application	1		\$164.25/day	
	Additional 50' hose	1		\$30.00	
	Portable stage sections (4'x8' each) Combines to create an 8' x 16' stage.	4		\$25.85/each per day \$155.25/week end	
	Snow Fencing – 100' rolls	4		\$17.40/3 days	
SAFETY					
	Pylons - small	set of 7		\$2.25/set	
	Pylons – large (labeled CW Events)	73		\$1.25	
	Pylon bars/rails	39		\$2.25	
	Battery operated flash lights with hooks (requires AA batteries - customer supplies)	2		\$1.50	
	Clip-on lights (3 small)	3		\$1.50	

COMMUNICATION	Portable PA System	1		\$41.40	
	Projector (note check hooks ups prior to order)	1		\$30.00	
	Indoor/Outdoor Bluetooth Projector	1		\$25.00	
	100" Outdoor screen (100" = 51.5"h x 86.5"w)	1		\$20.00	
	Megaphone (requires C batteries – customer supplies)	1		\$12.00	
	'Retro' projector screen (approx. 4'x 3')	2		\$6.00	
	Easels (wood)	3		\$2.25	
	Barn board easel (15" x 22")	1		\$3.25	
	Whiteboard with stand (2'x3')	1		\$6.00	
	Clipboards	14		\$0.50	
GAMES	Giant Chess Set (10'x10' mat, large pieces)	1 set		\$25.00	
	Puppet theatre and assorted puppets	1		\$10.00	
	Walk on piano mat	1		\$10.00	
OTHER	Large Theatre Style Popcorn Maker (customer supplies popcorn & bags)	1		\$21.20	
	Instant Camera (customer supplies film & AA batteries)	1		\$25.00	
	Small Chest Freezer	2		\$15.00/day or \$35 for 3 Days	
FINAL TOTAL To be paid at pickup					

Centre Wellington – Cultural Resource Centre User Waiver/Contract

Contact Name:

Organization:

Name of Event:

Address of Event:

Phone #:

Email

Dates of Event:

Pick up Date:

& time:

Drop off Date:

& time:

I accept full responsibility for the care of the rental equipment signed out on this form and I agree to pay for any damage to the equipment and/or replace it at full current retail value if the damage is irreparable or the event equipment is lost. I understand that the rental cost is per day unless otherwise noted or other arrangements are made. Pick up and drop off are to be arranged with Community Development Coordinator. If the rental item is late being returned from agreed upon time/date, I will be charged an additional fee unless other arrangements have been made.

The Centre Wellington Cultural Resource Centre and the Township of Centre Wellington are not liable for any physical harm or injury due to equipment failure when equipment is in my possession (including pickup, loading, during event, drop-off and unloading times).

I understand that I must pay for all rented equipment at time of pick up. Should any additional charges be incurred upon the return of the equipment (late/damage fees plus HST) I will be charged and agree to pay those additional fees within 21 business days.

ALL ITEMS MUST BE RETURNED CLEAN AND IN GOOD WORKING ORDER.

I have read this contract and fully agree to the terms and conditions therein.

Signature: _____ Date: _____

Community Development, Culture and Special Events Coordinator: _____

Office Use Only:

Pre-pick up Inspection: _____ Pick Up OK: _____ Total Paid at Rental Pick Up: \$ _____

Return Inspection: _____

Additional Charges:

Damage Fee: \$ _____

Late Fee: \$ _____

Total: \$ _____