

Centre Wellington – Cultural Resource Centre

Order Form & Invoice 2018

RESOURCE AREA	DESCRIPTION	QUANTIT Y	#	PRICE each per day (includes HST)	TOTAL
GATES	Gate Click Counters (count to 9999)	13		\$1.15 12/\$11.30	
	Wooden stamps with stamp pads	12		12/\$2.25	
	Donation pails	2		\$1.15	
	Small safe	2		\$5.65	
	Cash box – locking	1		\$2.25	
SITE SET UP	Recycling Bins with wheels and lids	4		\$3.40	
	Pop Up Tents – 10x10, white Customer set up.	6		\$28.25/3 days	
	Tent sides (4 sides attach to 10x10 pop up tent)	1 set		\$16.95/3 days	
	Heavy duty tent weights (25 lbs each)	set of 4		\$5.65/set	
	Tent lights (string lights)	1		\$5.65	
	Portable hand wash station (customer supplies soap & paper towel)	1		\$22.60/day \$67.80/3days	
	4' White folding tables (adjustable height)	2		\$5.65	
	6' white folding table	1		\$6.78	
	6' white folding bench	2		\$4.50	
	Black Chairs	500		\$0.65	
	100' power cord	1		\$4.50	
	25' power cord	2		\$2.25	
	Water cooler jug – 10 gallon	2		\$9.05	
	Water cart (4 spigots/fountains) Fill out attached application	1		\$ as per application	
	Additional 50' hose	1		\$28.25	
SAFETY	Safety Vests (assorted sizes M-2XXL)	11		\$1.15	
	Pylons - small	set of 7		\$2.25/set	
	Pylons – large (labeled CW Events)	60		\$1.15	
	Pylon bars/rails	15		\$2.25	
	Battery operated flash lights with hooks (requires AA batteries - customer supplies)	4		\$1.15	
	Clip-on lights (3 small/1 med)	4		\$1.15	
COMMUNICATION	Portable PA System	1		\$56.50	
	LCD Projector	1		\$56.50	
	Megaphone (requires C batteries – customer supplies)	1		\$11.30	
	'Retro' projector screen (approx. 4'x 3')	2		\$5.65	
	Easels (wood)	3		\$2.25	
	Barn board easel	1		\$3.40	
	Whiteboard for wall mount or easel	1		\$5.65	

	Whiteboard with stand	1		\$5.65	
	Chalkboard (2'x3')	1		\$2.25	
	Clipboards	6		\$0.55	
GAMES	Giant Chess Set (10'x10' mat, large pieces)	1 set		\$22.60	
	Puppet theatre and assorted puppets	1		\$9.05	
OTHER	Large Theatre Style Popcorn Maker (customer supplies popcorn & bags)	1		\$18.08	
	Instant Camera (customer supplies film & AA batteries)	1		\$22.60	
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.

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

Signature: _____ Date: _____

Community Development 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: \$ _____