

# Centre Wellington – Cultural Resource Centre

## Order Form & Invoice 2022

RESOURCE AREA	DESCRIPTION	QUANTITY	#	PRICE each per day (includes HST)	TOTAL	
<b>GATES</b>	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		
	Cash box – locking	0		\$2.25		
<b>SITE SET UP</b>	Recycling Bins with wheels and lids	4		\$3.50		
	Recycle bins (square open)	0		\$1		
	Pop Up Tents – 10x10, white Customer set up.	12		\$30.70/3 days		
	Tent sides (4 sides attach to 10x10 pop up tent)	1 set		\$17.40/3 days		
	Heavy duty tent weights (25 lbs each)	set of 4		\$5.50/set		
	Tent lights (string lights)	0		\$5.50		
	Portable hand wash station (customer supplies soap & paper towel)	1		\$23.55/day \$65.55/3days		
	4' White folding tables (adjustable height)	1		\$6.00		
	6' white folding table	6		\$6.75		
	6' white folding bench	2		\$4.50		
	Black Chairs	0		\$0.65		
	100' power cord	0		\$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		\$158.70		
	Additional 50' hose	1		\$30.00		
	Portable stage sections (4'x8' each) - Combines to create an 8' x 16' stage.	4		\$25.00/each per day		
	<b>SAFETY</b>	Safety Vests (assorted sizes M-2XXL)	0		\$1.00	
		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		
<b>COMMUNICATION</b>	Portable PA System	1		\$40.00		
	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	1		\$12.00		

	(requires C batteries – customer supplies)				
	'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	
<b>GAMES</b>	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	
<b>OTHER</b>	Large Theatre Style Popcorn Maker (customer supplies popcorn & bags)	1		\$20.50	
	Instant Camera (customer supplies film & AA batteries)	1		\$25.00	
	Small Chest Freezer	2		\$15.00/day or \$35 for 3 Days	
	Mini Putt	0		\$5/day	
<b>FINAL TOTAL</b> To be paid at pickup					

# Centre Wellington – Cultural Resource Centre User Waiver/Contract

Contact Name: Maclean Hann

Organization:

Name of Event:

Address of Event:

Phone #:

Email macleanhann@gmail.com

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: \$ \_\_\_\_\_