



Maple Ridge – Pitt Meadows Community Event Trailer Request Form



EVENT NAME _____

Applicant name: _____

Phone: _____ Fax/email: _____

1. The permit is not transferable and valid for the days stated only.

Trailer Delivery / Pickup Date: _____ Time: _____ Trailer Return Date: _____ Time: _____

Location of Event: _____

2. **Total rental cost is \$164.99**

3. The Applicant agrees to pay a **\$200** damage deposit to be returned under the following conditions:

- The trailer has not sustained any damage to the interior or exterior;
- The trailer equipment has been organized; and
- Equipment items have been returned in condition borrowed

4. This request form is not valid until signed by both the Applicant, Ridge Meadows Association for Community Living (RMACL) and a Parks & Leisure Services employee.

5. This permit may be cancelled at any time without notice by the District of Maple Ridge or the City of Pitt Meadows.

6. Prior to the use of the Community Event Trailer, the Applicant and a Parks & Leisure Services or Ridge Meadows Association for Community Living (RMACL) employee will do a visual inspection of the exterior/interior to determine any obvious pre-existing damage, and review the completed master checklist.

7. Parks & Leisure Services will purchase an ICBC Comprehensive General Liability Insurance Policy with a minimum of \$5,000,000 (five million dollars) coverage. The deductibles will be a collision deductible \$300 (three hundred dollars) and comprehensive deductible \$300 (three hundred dollars). The Applicant is responsible for these deductibles.

8. In the event that RMACL is not utilized to tow the trailer, the Applicant's towing vehicle comprehensive general liability insurance must be in the amount of \$5,000,000 (five million dollars) and the driver must have the training and experience to perform a pre-inspection and safely tow and operate the trailer. A copy of the towing vehicle's insurance must be attached to the rental contract.

9. Upon return of the Community Event Trailer, the Applicant and a Parks & Leisure Services or RMACL employee will do a visual inspection of the Community Event Trailer together.

10. Extraordinary cleanup and/or damage will be charged to the Applicant at cost. Normal wear and tear of items is expected.

11. The Applicant is responsible for the replacement of any and all items that are damaged, lost, misplaced, stolen, etc. Costs for replacement or repairs will be retained through the damage deposit. Additional costs exceeding \$200.00 will be billed to the applicant.

12. The permitted use of the Community Event Trailer will be within the District of Maple Ridge and the City of Pitt Meadows only.

13. Payment will be in the form of cash/credit/Interac/cheque payment only. **Please make cheques payable to Maple Ridge and Pitt Meadows Parks and Leisure Services.**

I HAVE READ AND UNDERSTAND THESE TERMS AND CONDITIONS AND WILL ABIDE BY THEM IF SAID USE IS APPROVED.

Legal Name of Individual/Corporation/Team/Group/Society (print name) _____
Licensee Authorized Name (print name)

Applicant Authorized Signature _____
Date

Parks & Leisure Services Employee signature _____
Date

RMACL Employee Signature _____
Date

Please check off necessary items:

Equipment Loan Check List:	
Electrical Items:	Large Items:
<input type="checkbox"/> Yamaha Stage Pass 500 P.A. System with 2 speakers (1 - available upon request)	<input type="checkbox"/> Ladder (1)
<input type="checkbox"/> Multi-channel radios (6)	<input type="checkbox"/> Step stool (1)
<input type="checkbox"/> 6' Folding Tables (4)	<input type="checkbox"/> Poly cord
<input type="checkbox"/> Folding chairs (6)	<input type="checkbox"/> 10x10 Tents (2)
<input type="checkbox"/> Power Bar (1)	<input type="checkbox"/> Assorted event signage (11)
<input type="checkbox"/> 15 meter extension cord	<input type="checkbox"/> Garbage cans (2) and recycling box (3)
<input type="checkbox"/> 25 meter extension cord	<input type="checkbox"/> First Aid Kit (1) and blankets (3)
<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> barricades (15)
Traffic Control Items:	<input type="checkbox"/> Complete Tool kit (40 pieces)
<input type="checkbox"/> SLOW! Sandwich board sign (1)	<input type="checkbox"/> Broom (1)
<input type="checkbox"/> Traffic Cones (20)	<input type="checkbox"/> Wheel lock (1)
<input type="checkbox"/> Safety vests (15)	
<input type="checkbox"/> 'No Parking' Signs (6)	
<input type="checkbox"/> Delineator Posts (25) (available upon request)	
<input type="checkbox"/> Accessible Parking Sign (2)	

For RMACL use only -

Missing or damaged items:

Comments:

Ridge Meadows Association for Community Living Employee Signature

Date

Please submit completed forms to: **Festival and Volunteer Office (Maple Ridge Leisure Centre)**
11925 Haney Place
Maple Ridge, BC V2X 6G2
festival@mapleridge.ca
Fax: 604-467-7373

Creating accessible and inclusive communities; the Community Event Trailer provides employment opportunities for clientele of RMACL. This initiative has been made possible through the Measuring Up Accessibility and Inclusion Fund.