KING

Township of King
Parks, Recreation & Culture Department
Equipment Request Form

The Township makes available limited quantities of equipment and materials for user groups. Equipment is available on a first come, first serve basis and is delivered and picked up by the Township for a fee. Please complete this form and return it to 15 Old King Road, Nobleton Ontario, L0G 1N0, fax: 905-859-8018, or facilitybooking@king.ca. If you have any questions please call 905-833-5321 ext. 5221.

CONTACT INFORMATION

ORGANIZATION:	EMAIL:
CONTACT PERSON:	FAX:
ADDRESS:	POSTAL CODE:
PRIMARY PHONE:	SECONDARY PHONE:

EVENT INFORMATION

EVENT:	DATE OF EVENT
DELIVERY DATE:	RETURN DATE:
EVENT LOCATION:	

AVAILABLE LOAN OUT EQUIPMENT (All requests must be submitted 2 weeks prior to the event date)

Equipment/Material	Quantity Requested
Staffing – Pre-Event Set Up	
Staffing –Event Day	
Portable Toilets*	
Hand Wash Stations	
Picnic Tables (minimum10)	
8 ft Portable Fence	
Safety Vests (minimum 10)	
Garbage Bins	
Green Bins	
Recycling Bins	
Road Barriers (minimum 10)	
Tables(minimum 10)	
Chairs (minimum 10)	
Pylons	

The Township will do its best to accommodate the quantity of items requested but cannot guarantee the availability.

DELIVERY FEES
Fees listed below include both delivery and pick up. A fee may be applied if all items are not returned and/or if there is damage reported. Fee quote includes tax where applicable.

Delivery & Equipment Small Load - $130/delivery
Delivery & Equipment Large Load - $250/delivery

Portable Toilets are provided by an outside company and therefore have different fees associated with the rental. The above fees are not applicable to the rental of portable toilets.

Signature: _____   Date: _____