



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
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cumberland.ca

EQUIPMENT BORROWING AGREEMENT

Organization: _____ Event: _____

Contact Name: _____ Event Date: _____

Mailing Address: _____

Phone: _____ Email: _____

I accept all responsibility for the following borrowed equipment and agree to return the equipment as instructed by the agreed-upon date and time (**pick-up/drop-off hours are Monday to Friday 8am-3pm, excluding holidays**). All equipment must be received by Public Works at time of return, otherwise a late fee of \$50 per day or part thereof and/or replacement charges may apply. I understand that I must pay the replacement cost for each lost or damaged item. (See page 2 for replacement costs.)

Borrower signature: _____ **Staff initial:** _____

REQUESTED EQUIPMENT		Staff Use Only	
Equipment Description <i>(All equipment is loaned free of charge, other than security deposit)</i>	# Requested	# Borrowed	# Returned

(Please attach a separate sheet for any additional requests)

Requested Date/time of pick-up: _____

Requested Date/Time of Return: _____

STAFF USE ONLY

All equipment was returned in acceptable condition

Initials

A \$200 deposit for all borrowed equipment must be paid prior to pick-up

STAFF USE ONLY

Deposit paid by (name): _____ Date Paid: _____ Receipt #: _____

Deposit to be returned: \$ _____ Cheque #: _____

GL 10-210-0000-2110

Equipment Borrowing Procedure

1. Submit the attached Equipment Borrowing Agreement to Cumberland Recreation.
2. A representative from Public Works will contact the Applicant to confirm equipment availability and pick-up/return times.
3. Once equipment has been confirmed, a \$200 deposit must be received by the Village office at 2673 Dunsmuir Avenue prior to pick-up of any equipment. Please see www.cumberland.ca/make-a-payment for all payment options. If you choose to pay online, please reference the name of your event with your payment.

Equipment Return Procedure

1. Returned equipment must be dropped off at the pre-arranged date/time. Equipment must be received by a Public Works employee.
2. Public Works will confirm all equipment has been returned in acceptable condition and advise Finance to issue a cheque for return of the deposit.

All equipment is free to borrow, subject to availability and \$200 deposit.

Available Equipment & Signage

Qty	Equipment	Replacement Cost
23	Barricades with legs (14')	\$150 ea.
10	Barricades with legs (6')	\$150 ea.
12	Traffic cones 18"	\$25 ea.
4	Delineator posts 42"	\$30 ea.
2	Stop/go paddles	\$90 ea.
10	garbage cans - steel 75L (20 Gal)	\$50 ea.
2	Recycling bins - 360L (95 Gal)	\$200 ea.
Qty	Signage	Replacement Cost
4	Sign bases	\$100 ea.
2	Road Closed	\$100 ea.
2	Left turn detour	\$100 ea.
2	Right turn detour	\$100 ea.
2	Single Lane Traffic	\$100 ea.
2	Reduce Speed	\$100 ea.
1	Traffic Pattern Changed	\$100 ea.
2	Be Prepared to Stop	\$100 ea.
2	Flag Person Ahead	\$100 ea.
10	Accessible Parking w/ cone stand	\$55 ea. pair