



Maple Ridge 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 \$154.68

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 a Parks, Recreation & Culture employee

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

6. Prior to the use of the Community Event Trailer, the Applicant and a Parks, Recreation & Culture employee or the delivery driver will do a visual inspection of the exterior/interior to determine any obvious pre-existing damage, and review the completed master checklist.

7. Parks, Recreation & Culture 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 Parks, Recreation & Culture is not able to secure a driver 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.

9. Upon return of the Community Event Trailer, the Applicant and a Parks, Recreation & Culture employee or the driver 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 City of Maple Ridge only.

13. Payment will be in the form of cash/credit/Interac/cheque payment only. Please make cheques payable to Maple Ridge Parks, Recreation & Culture Services.

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

Licensee Authorized Name (print name)

Date

Date

Date

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

Applicant Authorized Signature

Parks, Recreation & Culture Employee signature

Driver's Signature