



Event Kit

Booking Information

The **Sport Kelowna Event Kit** is designed to assist you in hosting quality events at all levels from national championships to community festivals. The Kit will allow event organizers to affordably and easily access the tools and equipment necessary to host a successful event.

Event Kit Supplies:

The Sport Kelowna Event Kit contains the following items that can be reserved as a base kit with additional kit items available as needed (see rate schedule below).

Base Kit:

- Two portable tents (1 – 10'x10' & 1 – 8'x12')
- One portable Fender 2-speaker PA system
- Four multi-channel two-way radios
- Two portable 8' folding tables
- Ten folding chairs
- Five safety vests

Additional Kit Items:

- One 10 x 10 portable tent (Kid Sport)
- One 10' x 20' Portable Tent
- Stanchions
- Orange Traffic Cones (N/C)
- One miscellaneous supply bag: Includes four extension cords, 100' nylon rope, twelve bungee cords, ten pylons, and two stop watches.

Event Kit Rate Schedule:

Base Kit: \$100 +GST / event

Additional Kit Items: \$25 +GST /item/event **or** \$150 +GST /event for **all** additional kit items

Event Kit Terms and Conditions:

The following terms and conditions apply to all Sport Kelowna Event Kit bookings:

- All equipment remains the property of Sport Kelowna and may be picked up at, or returned to, the Sport Kelowna Centre at 645 Dodd Road during regular office hours (Mon – Fri, 8:00am – 4:00pm).
- The Sport Kelowna Event Kit Banner must be displayed at the Event.
- Reservations may be placed up to one-year in advance with a 50% *non-refundable* deposit due at the time of booking and the remainder (along with a \$300 damage deposit) to be paid at least 7 days in advance of the event.
- Groups using the Event Kit accept full responsibility for returning all equipment in its original state and will be held responsible for any repair or replacement costs.
- All equipment must be returned in the same condition and packaging as received (normal wear and tear expected), including all instruction and reference manuals.
- Renter shall be responsible for any and all damages to the equipment while in their possession and for the cost of repairs or replacement to damaged, lost or stolen equipment.

Please complete the attached reservation form for each event and submit it to the Sport Kelowna Office (645 Dodd Rd). An authorized signatory of the organization must sign all forms.



Event Kit

Reservation Form

Please complete this page in its entirety and submit it to the Sport Kelowna Centre, 645 Dodd Road, Kelowna BC, V1X 5H1 (250-862-3327 fax)

Rental Group Information:

Organization: _____

Mailing Address: _____

Postal Code: _____

Event: _____

Location: _____

Contact Person: _____

Work #: _____ Cell # (at event): _____

Date & Time of Pick-up: _____ (before 3:00pm)

Date & Time of Return: _____ (before 11:00am)

Event Kit Information:

Please select (✓) the Event Kit supplies that you would like to reserve:

Base Kit \$100 + gst

- | | | |
|--------------------------|---|----------------------------------|
| <input type="checkbox"/> | • Two portable tents (1 – 10'x10' & 1 – 8'x12') | • Two 8' portable folding tables |
| <input type="checkbox"/> | • One portable Fender 2-speaker PA system | • Ten folding chairs |
| <input type="checkbox"/> | • Four multi-channel two-way radios | • Five safety vests |
| <input type="checkbox"/> | | • Sport Kelowna banner |

Additional Kit Items (\$25+gst /item/event OR \$150+gst /event for ALL additional items)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | • Stanchions &/or orange traffic cones (no charge) |
| <input type="checkbox"/> | • One 10 x 20 portable tent |
| <input type="checkbox"/> | • One 10 x 10 portable tent (Kid Sport) |
| <input type="checkbox"/> | • One miscellaneous supply bag: Includes four extension cords, 100' nylon ropes, twelve bungee cords, ten pylons and two stop watches. |

As an authorized signatory of the above listed organization, I acknowledge that I have read and understood the Terms and Conditions as outlined in the Sport Kelowna Event Kit Booking Information, and accept sole responsibility for the Kit while at our Event.

Printed name: _____ Date: _____

Signature: _____