



## City of Victoria Festival / Celebration / Event EQUIPMENT RENTAL REQUEST

Arts, Culture & Events office T: 250.361.0566  
720 Douglas St C: 250.883.5843  
Victoria, BC V8W 3M7 E: [dmconachie@victoria.ca](mailto:dmconachie@victoria.ca)

### Equipment Rental Guidelines

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1. Rental fees have been established to provide sufficient revenue for the City to maintain the equipment (See Schedule of Rates). The fee schedule reflects a substantial subsidy for events held within the City of Victoria. All groups must pay the rental fees and damage deposits as outlined in schedule, for their category. Any request for additional subsidy must be presented in writing to the Senior Cultural Planner – Arts, Culture and Events.
2. The first priority for allocation of all equipment is for events held within the City of Victoria boundaries. These priorities are:
  - (i) Festivals meeting mandatory criteria
  - (ii) Celebrations
  - (iii) Special EventsAll requests must be made on attached form(s)
3. Requests for events outside of the City will not be confirmed until 30 days prior to date of event.
4. Renters must wait for confirmation as all requests may not be approved. Every effort will be made to advise organizers of the status of their request as soon as possible, usually within 10 working days.
5. Due to the high demand for equipment, a maximum has been set per event.
6. Renters are responsible for full replacement costs should the equipment not be returned in good working order. No cooking or preparing of food is allowed under any City tents. Renters are responsible for the cleaning of the said tents and the money will be deducted from the damage deposit. Damage deposits are payable prior to receipt of all equipment. Separate cheques are requested for rental and damage deposits.
7. Equipment must be returned in the same condition it was in when either picked up or delivered. A cleaning charge of \$50/hour will be applied to dirty or wet equipment. This includes for example, equipment returned with food and beverage spills, tape attached to tables/tents, tables that are wet or dirty.
8. The Arts, Culture and Events Office will handle all administrative aspects of the application and equipment.
9. Renters will also be responsible for arranging security prior to, during and after the event, where equipment is left overnight and/or until equipment is removed from the site.
10. Renters are required to cover the cost of any additional items required for set up such as weights and/or tie downs for tents.

### Minor Equipment

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11. The renter is responsible for making arrangements for pick up and return of the equipment to the location specified by City staff. Groups renting the minor equipment must be properly trained in the set up and take down or will be required to cover labour costs for training or installation/removal.
12. If the equipment is required for weekend use, the renter may be required to obtain the equipment by 3:00 PM on the last working day prior to the weekend; equipment must be returned the next working day prior to 10:00 AM. Equipment not returned on the due date will have the daily rental fee applied for each day not returned.
13. At the time of confirmation, the pickup and drop off dates and times the equipment will be set.
14. The renter is responsible for informing City staff as soon as possible should any damage, theft, loss or problem with the condition of the equipment be discovered. This will enable staff sufficient time to have equipment repaired or replaced for use by the next group with a booking.

### Major Equipment

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15. Set up and take down of all major equipment will be handled only by contractors arranged and authorized by the City. The City will arrange for an on-site visitation with all prospective contractors and event representatives. Costs associated with transport, set up, and take down of equipment will be the responsibility of the renter.
16. A premium rate for contractor fees may be applied for events where equipment set up must start 'after hours'. Quotes can be provided prior to the event for this.
17. November to February of each year, some equipment may not be available for rental, at the discretion of City Staff.
18. **A detailed site plan showing the proposed location of each piece of requested equipment must be included with the equipment loan application.**



	Damage Deposit	Community Use Within City of Victoria Non Profit	Other
<b>Minor Equipment</b> (Rental only – not including labour and transport etc. )			
Cable Covers (3' Length)	\$150.00	\$5.60 / event	\$16.75 / rental
Accessibility Ramp for Cable Covers	\$250.00	\$5.60 / event	\$16.75 / rental
Chairs (Folding)	\$150.00	\$0.80 / event	\$2.40 / rental
Tables (8')	\$150.00	\$3.75 / event	\$10.40 / rental
Tent - EZ Up 10 X 10	\$150.00	\$13.80 / event	\$40.40 / rental
<b>Major Equipment</b> (Rental only – not including labour and transport etc. )			
Bleachers – Trailer	\$500.00	\$647.85/ event	\$876.20 / rental
Staging Outdoor	\$500.00	\$5.60 / section / event	\$16.75 / section / rental
Staging Indoor	\$500.00	\$5.60 / section / event	\$16.75 / section / rental
Staging – Trailer – with cover	\$500.00	\$276.20 / event	\$451.60 / rental
Stairs For Staging	n/a	with staging	with staging
Tent 10 X 10 Marquee	\$250.00	\$54.20 / event	\$164.65/ rental
Tent 10 x 20 Marquee	\$250.00	\$60.55 / event	\$180.55 / rental
Tent 15 X 20 Marquee	\$250.00	\$60.55 / event	\$180.55/ rental
Tent 20 X 20 Marquee	\$500.00	\$60.55 / event	\$180.55 / rental
Tent 30 X 30 Marquee	\$500.00	\$69.05 / event	\$201.80 / rental

A Rental/Event period is considered up to and including 7 days.

Equipment not returned on the due date will have the applicable event or day rate applied for each day not returned.

All Groups Must Pay Damage Deposits and Rental Fees (Applicable Taxes Extra) and may be required to pay prior to pick up/delivery of equipment.



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Please request the number of items required; total inventory is listed next to equipment description.

### Minor Equipment

_____ Cable Covers (3' Length)	33
_____ Chairs (Folding)	500
_____ Tables (8')	100
_____ Tents – EZ Up 10 X10	15
_____ Tent Side Panels – EZ Up	Varies
_____ Accessibility Ramp for cable covers	1
_____ Accessibility Ramp	1

(for Centennial Square Events only)

### Major Equipment

_____ Bleachers – Trailer	240 Seats
_____ Staging Outdoor (Max. 40" Height)	55
_____ Staging Indoor (Max. 48" Height)	45
_____ Stairs For Staging	varies
_____ Staging – Trailer with cover	16' x 24'
_____ Tent 10 X 10 Marquee	4
_____ Tent 10 X 20 Marquee	2
_____ Tent 20 X 20 Marquee	2
_____ Tent 30 X 30 Marquee	1
_____ Tent Side Panels – Marquee	varies

***A detailed, to-scale site plan must be attached for any applicant requesting Major Equipment.***

### Dates Required:

For the period of: \_\_\_\_\_ to \_\_\_\_\_

Requested Pick Up / Set Up Date: \_\_\_\_\_ Return / Tear Down Date: \_\_\_\_\_

### Event Details:

Event Name: \_\_\_\_\_

Type of Event (please check): Festival  Celebration  Special Event

Organization: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(include postal code)

Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Specific Event Location / Venue: \_\_\_\_\_

City of Victoria: Yes  No  Have you applied for a Special Event Permit? Yes  No

Expected Attendance: \_\_\_\_\_