



Festival Equipment Rental Request

Arts, Culture, and Events: T: 250.361.0390
720 Douglas St C: 250.208.3965
Victoria, BC V8T 4C4 E:cheath@victoria.ca

EQUIPMENT RENTAL GUIDELINES:

1. Rental fees have been established to provide sufficient revenue for the City of Victoria ("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 the schedule, for their category.
2. The priority for allocation of all equipment is for events held within the City of Victoria boundaries. Recurring events being held the same dates will be given first right of refusal for equipment amounts up to, but not exceeding, previous events.
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. 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.
6. 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 or zip-ties attached to tables/tents, tables that are wet or dirty.
7. 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 unless it is in a secure indoor location.

MINOR EQUIPMENT:

1. At the time of confirmation, the pickup and drop off dates and times for the equipment will be set. We can show you how to set the equipment up at the time of pick-up if you need help with this. Equipment not returned on the due date will have the daily rental fee applied for each day not returned.
2. 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.

MAJOR EQUIPMENT:

1. 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 renter's responsibility.
2. A premium rate for contractor fees may be applied for events where equipment set up must start 'after hours'. Quotes will be provided prior to the event for this.
3. November to February of each year, some equipment may not be available, at the discretion of City Staff.
4. **A detailed site plan showing the proposed location of each piece of requested equipment must be included with the equipment loan application.**



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Please request the number of items required; total inventory is listed next to prices. Prices are for rental only and do not include labour and/or transport.

Minor Equipment	Within The City			Major Equipment	Within The City		
	Non-Profit	Other / Commercial	In Stock		Non-Profit	Other / Commercial	In Stock
Pop Tents/EZ Up- 10'x10'	\$15.20	\$88.98	15	Bleacher Trailer *	\$714.23	\$965.97	1
Pop Tent Side Panels (walls)	\$0.00	\$0.00	60	Stage Trailer **	\$304.46	\$531.72	1
Chairs (Folding)	\$0.86	\$2.63	500	Stage Decks ***	\$6.15	\$19.73	45
Tables (8')	\$4.11	\$11.42	100	Stairs for Stage Decks	\$0.00	\$0.00	4
3' Light Duty Cable Covers	\$6.14	\$17.57	16	Tent- 10' X 20' Marquee	\$66.75	\$199.05	2
Ramp for Cable Covers	\$29.72	\$59.44	1	Tent- 20' X 20' Marquee	\$66.75	\$199.05	2
				Wall- 8' X 10' Marquee	\$0.00	\$0.00	4
				Wall- 8' X 20' Marquee	\$0.00	\$0.00	3
				Wall- 9' X 20' Marquee	\$0.00	\$0.00	3

* Bleacher Trailer- Seats 240 max. Renter pays towing fees.
 Dimensions: 55' long, 16' deep, 12' high
 ** Stage Trailer- Stage dimensions 16' deep by 24' wide.
 Renter pays towing fees. Inc. 15'x20' marquee tent cover if desired.
 *** Stage Decks- Each deck measures 4'x8' and can be set at various heights up to 40" max.

REQUESTED DATES:

From: _____ To: _____

Pick-Up / Set-Up Date: _____ Time: _____ Return Date: _____ Time: _____

EVENT DETAILS:

Event Name: _____ Organization: _____

Mailing Address (w/postal code): _____

Contact Name: _____ Phone: _____

Email: _____ Event Location / Venue: _____

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

Expected Attendance: _____

*Questions about a Special Event Permit, or still need to confirm venue? Visit [Special Event Permits | City of Victoria](#), or email culture@victoria.ca for more information.