



Rental date & equipment requested: \_\_\_\_\_

I, \_\_\_\_\_ Representing \_\_\_\_\_  
(Organization)

agree to abide by the conditions stated in the policy – Inflatable Play Structure Usage.

I agree to the following conditions:

- Alcohol is not permitted during the usage/rental of inflatable equipment.
- The equipment will be returned in the same working order as when received.
- Any damages to the equipment will be immediately reported to the Recreation Complex Front Desk Monitor.
- If cancellation of booking is necessary, I am required to inform the Rec Plex front desk at 613-687- 2932 and cancellation fees as outlined in the Inflatable Play Structure Policy will apply.
- When using the equipment, everyone **must not** have shoes, glasses, or sharp objects on their person and **must** wear the proper safety equipment provided.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return times: They need to before noon the following day. If you rent on a Saturday please return to the Rec Plex Monday before 10am. Failure to return before return times you will be charged for another full day of \$250.00.**

**Initials** \_\_\_\_\_

Inflatable Play Structure Usage Policy



***Office Use Only***

Equipment Request

Date Required: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment requested: \_\_\_\_\_

Anticipated number of users: \_\_\_\_\_

Equipment required (additional fees may apply): \_\_\_\_\_

Fee for Usage: \$250.00 per item per day Initials: \_\_\_\_\_

Box'n'bounce \_\_\_\_\_ Sumo \_\_\_\_\_

Failure to return equipment in its original state will result in a \$100 admin fee. ***Initials*** \_\_\_\_\_

Payment Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Booking Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Shown ID (type ID) \_\_\_\_\_

Policy

It is the policy of the Recreation Complex to control access to this Inflatable Play Structure equipment by the use of sign out procedures including the signing of a Customer Rental Agreement Form and Contract.

## Inflatable Play Structure Usage Policy



### Procedures

1. First priority will be given to the program needs of the Petawawa Youth Centre and Community Recreation. This shall normally be identified on a quarterly basis (Sept-Dec, Jan- March, April-June, July-August).
2. Community Requests for equipment usage shall be addressed on a first come first serve basis.
3. Charges for the equipment shall be levied as follows:
  - a. All users shall be charged a rental fee.
  - b. Cancellation of the booking agreement by the user will be handled as follows:
    - i. 72 hours or more notice – 75% refund
    - ii. Less than 72 hours notice – NO refund

### Fees for Equipment Rental:

<b>Equipment being rented</b>	<b>Cost of Rental</b>
SUMO	\$250.00 per Day
Box' n' Bounce	\$250.00 per Day

## Inflatable Play Structure Usage Policy



4. Requests for equipment usage must be submitted in writing a minimum of two weeks in advance and must identify:
  - a. Name of group
  - b. Contact person and phone number for daytime and evening hours, e-mail address (if applicable).
  - c. Dates and times equipment is required.
  - d. You will receive written confirmation and amounts of any fees that are required.
  
5. A contract (see attached Inflatable Play Structure Usage Contract) must be signed and accompanied by full fee payment one week in advance of required usage.
  
6. It is the responsibility of the user group to leave the equipment in its original state. It must be cleaned prior to returning. If this is not completed, a \$50.00 cleaning fee will be charged.

<b>TOTAL</b>	\$250.00		\$250.00
<b>DEPOSIT</b>	\$50.00 min	Receipt#	
<b>BALANCE</b>	Due Date:	Receipt #	

Failure to return equipment in its original state will result in a \$100 admin fee. *Initials* \_\_\_\_\_

Payment Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Booking Taken By: \_\_\_\_\_ Date: \_\_\_\_\_