

# City of Kamloops Event Kit Trailer - Terms and Conditions

## Initial

1. This permit is not transferable and valid for days stated only.  
Start/Pickup Date: \_\_\_\_\_ Return Date: \_\_\_\_\_  
Location of Event: \_\_\_\_\_
2. Total cost is \$150. A non-refundable deposit of \$50 is required at time of booking. The balance of \$100 is payable when the Event Kit Trailer is picked up.
3. This permit is not valid until signed by both the Permittee and a City of Kamloops employee.
4. This permit may be cancelled at any time without notice by the City of Kamloops.
5. Prior to the use of the Event Kit Trailer, the Permittee and a City employee will do a visual inspection of the exterior to determine any obvious pre-existing damage and review the completed master checklist.
6. The City of Kamloops 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 Permittee is responsible for these deductibles.  
The Permittee's towing vehicle comprehensive general liability insurance must be in the amount of \$2,000,000 (two million dollars). A copy of the towing vehicle's insurance must be attached to this permit.
7. The Permittee 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 has been organized; and
  - The exterior has been freshly washed.
8. Upon return of the Event Kit Trailer, the Permittee and a City employee will do a visual inspection of the Event Kit Trailer together, prior to the return of the damage deposit.
9. Extraordinary cleanup and/or damage will be charged to the Permittee at cost. Normal wear and tear of items is expected. The Permittee may be responsible for the replacement of items that are damaged, lost, misplaced, stolen, etc.
10. The permitted use of the Event Kit Trailer will be within the City of Kamloops and region only.
11. Payment will be in the form of cash or cheque only.

I HAVE READ AND UNDERSTOOD THESE TERMS AND CONDITIONS:

\_\_\_\_\_  
Legal Name of Individual/Corporation/Team/Group/  
Society (please print)

\_\_\_\_\_  
Permittee Authorized Name (please print)

\_\_\_\_\_  
Permittee Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
City Employee Name (please print)

\_\_\_\_\_  
City Employee Signature

\_\_\_\_\_  
Date

# City of Kamloops Event Kit Trailer - Master Checklist

Please complete this checklist prior to the trailer's return to the City of Kamloops. The Event Kit will be checked when returned, and if needed, a \$50 organization/cleaning fee will be charged.

Major Items:

	Working	Did Not Use		Working	Did Not Use
Inflatable Arch	<input type="checkbox"/>	<input type="checkbox"/>	10 ft. x 10 ft. Tents (2)	<input type="checkbox"/>	<input type="checkbox"/>
Sound System	<input type="checkbox"/>	<input type="checkbox"/>	Time Clock	<input type="checkbox"/>	<input type="checkbox"/>
Generator and Gas Can	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Tools/Materials:

	Number	Did Not Use	Comments
Safety Vests		<input type="checkbox"/>	
Race in Progress Signs		<input type="checkbox"/>	
Slow/Stop Traffic Signs (5 ft. high)		<input type="checkbox"/>	
Handheld Slow/Stop Traffic Signs		<input type="checkbox"/>	
Clipboards		<input type="checkbox"/>	
Radio		<input type="checkbox"/>	
Stop Watches		<input type="checkbox"/>	
No Parking Signs		<input type="checkbox"/>	
Flashlights		<input type="checkbox"/>	
Pylons		<input type="checkbox"/>	
Delineators (tall pylons)		<input type="checkbox"/>	
Ropes		<input type="checkbox"/>	
	Need Replacing	Did Not Use	
Bungee Cords	<input type="checkbox"/>	<input type="checkbox"/>	
Extension Cords	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Kits	<input type="checkbox"/>	<input type="checkbox"/>	
Tool Kits	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	



Driver's (Left) Side



Passenger (Right) Side



Rear View

Permittee Authorized Signature

Date

City Employee Signature

Date