



Cowichan Lake Recreation
Event Equipment Loan Program
Booking Information

Borrower Criteria

Sport hosting event equipment is available for events in the Cowichan Valley to non-profit sport organizations and events that attract athletes and/or spectators to the Cowichan Valley Regional District;

Terms and Conditions

- All equipment remains the property of Cowichan Lake Recreation
- Reservations are accepted first come, first served, based on availability
- Equipment may be reserved for up to a maximum of 7 consecutive days, based on availability at time of application
- A completed reservation form must be provided at the time of booking
- All equipment will be returned in the same condition and packaging as received
- The borrower will be held responsible for any and all damages to the equipment
- A damage deposit must be provided prior to receiving the equipment. The damage deposit will be returned to the borrower within 7 days following confirmation the equipment has been returned in satisfactory condition
- Shipping and delivery are not available (except where noted)

How to Make a Reservation

Please complete the attached reservation form for each event and submit to:

*Cowichan Lake Recreation
Box 777, 311 South Shore Road
Lake Cowichan BC, V0R 2G0
Tel: 250-749-6742 Fax: 250-749-6341*

Receiving the Equipment

All equipment will be picked up at and returned (by prior arrangement at the time of booking) to

*Cowichan Lake Recreation
Monday-Friday: 9:30am to 5:30pm
Saturday – Sunday: 9:30am to 4:30pm (when ice is in)*





**Cowichan Lake Recreation
Event Equipment Loan Program -- Reservation Form**

Name of Applicant: _____

Phone Number: _____ Email: _____

Date of Application: _____

EVENT DETAILS

Date(s) of Event: _____

Event Title: _____

Organization Name: _____

Mailing Address: _____

Event location: _____

Requested Pick up date/time: _____

Requested Drop off date/time: _____

Delivery Arrangements have been made with CLR Staff for

Date: _____

Location: _____ Cost _____

(Applicant must have someone onsite to meet CLR staff at that time)

EQUIPMENT

Please request the number of items required. Total inventory is listed next to equipment description. These items are available to borrow or rent. Please contact CLR staff for details. A damage deposit will be required.

_____ 4 ft round tables	10	Fee charged	_____ 5 ft round tables	60	Fee Charged
_____ Rectangular Tables (various sizes)	176	Fee charged	_____ Large Race Clock	1	No Fee
_____ Chairs	1350	Fee charged	_____ Beer Garden Tables	30	No Fee
_____ Beer Garden Chairs	150	No Fee			
_____ Portable 16'x16' stage	1	Fee for trucking			
_____ Bins on wheels (for cooling drinks)	2	No Fee			

Disclaimer

Acceptance of this request releases the Cowichan Valley Regional District and Cowichan Sports Tourism from any and all liability relating to the use, placement or transportation of the loaned or rented equipment.

Signature _____ (required upon receipt of equipment)

Please submit to:

***Cowichan Lake Recreation Box 777, 311 South Shore Road Lake Cowichan BC, V0R 2G0
Tel: 250.749.6742 Fax: 250.749.6341***