



Equipment Rental Request Form

Portsmouth Department of Parks, Recreation and Leisure Services

Name of Agency: _____

Point of Contact:
Name _____

Address _____

Phones Day: _____ **Evening:** _____

Fax: _____ **Cell/PG** _____

E-Mail:

Description of Event/Program/Activity: _____

Anticipated Attendance: _____

Date(s) and Time(s) of Event/Program or Activity: _____

(Please include set-up and breakdown times as well as program time)

Location: _____
(Please attach a diagram/ map with desired set-up...also on-site point of contact if different from above)

Equipment Requested: _____

The undersigned authorized representative of _____ agency, acknowledges that the equipment requested, if approved, will be provided in serviceable condition, but the City of Portsmouth, nor the Department of Parks, Recreation and Leisure Services does not warrant its fitness for the purpose intended by the Agency. Further, the undersigned, authorized representative of _____ agrees to hold the City of Portsmouth, its employees and agents harmless and understands that the City is not liable for personal or property injury or damage which may occur while the equipment is in the custody of the borrowing agency. Further, _____ agrees to indemnify the City against all claims which arise from its use or misuse including transportation (pick-up and return) of the equipment.

The undersigned authorized representative of _____ agrees to pay for the loss or repair because of damage which occurs while the requested equipment is in the custody of the borrowing Agency. Charges shall be assessed for costs incurred by the Department for repair or replacement plus a 25% administrative fee. Payment shall be made within 10 business days of notification of the charges.

Under certain circumstances, the Department may also require proof of security arrangements and/or insurance naming the City as an additional named insured.

Approval of this request does not obligate the City to provide the equipment if it is unavailable or out of service for any reason. Possible repairs, breakdowns, and loss may preclude equipment being available. Reasonable efforts will be made to honor approved requests.

The undersigned agrees to receive and return all equipment at the agreed upon times. The individual and/or organization agrees to be responsible for securing all equipment during such time.

I have reviewed all of the conditions of this request and agree to the terms.

Signature _____ Name Printed _____

Title: _____ Agency _____
(authorized representative)

Date: _____

Requests must be received no less than 90 days prior to dates of event/program/activity, and no more than 270 days in advance. Verbal response will be forthcoming within 10 business days from receipt of request.