

## Planning an Event?

Athletics Alberta has an EVENTKIT available for use by members and member-affiliated clubs, and associate members, as well as non-member groups, clubs and organizations. Each EVENTKIT is equipped with essential gear to assist in organizing and running all types of community sport events, be it local or international.



The EventKit includes the following basic package. This may be reserved as an entire package or as a combination of select items (some restrictions apply).

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> One Acer Laptop Computer (Windows & Office XP)      | <input checked="" type="checkbox"/> Two Seiko Digital Stop Watches    |
| <input checked="" type="checkbox"/> 3 Raceclock LM Series – Double sided w/ flip digits | <input checked="" type="checkbox"/> Fender Passport PD-250+ PA System |
| <input checked="" type="checkbox"/> Six Cobra Multi-channel Two-way Radios              | <input checked="" type="checkbox"/> Wind Gauges                       |
| <input checked="" type="checkbox"/> 32 Cal 7mm Starters Pistol and Blanks               | <input checked="" type="checkbox"/> Countdown Clock                   |
| <input checked="" type="checkbox"/> One Uni-Pex Portable Megaphone                      | <input checked="" type="checkbox"/> Weight Scales                     |
| <input checked="" type="checkbox"/> One Large Tool Kit                                  | <input checked="" type="checkbox"/> Steel Measuring Tape              |

## EventKit Costs

### Athletics Alberta Members and Members Affiliated Clubs/ Schools:

All Quoted Prices are considered the Weekend Rate

- \$150 for Fender PA System
- \$100 for Wind Gauges
- \$50 for Countdown Clock
- \$50 for Weight Scales
- \$20 for Steel Measuring Tape
- \$20 for Seiko Digital Stop Watches
- \$20 for Motorola Multi-channel Two-way Radios
- \$20 for Uni-Pex Portable Megaphone
- \$20 for 32 Cal 7mm Starter's Jaguar Pistol
- \$150 for RaceClock

### Non-Member Organizations:

- \$300 for Fender PA System
- \$150 for Wind Gauges
- \$100 for Countdown Clock
- \$100 for Weight Scales
- \$30 for Steel Measuring Tape
- \$30 for Seiko Digital Stop Watches
- \$30 for Motorola Multi-channel Two-way Radios
- \$30 for Uni-Pex Portable Megaphone
- \$30 for 32 Cal 7mm Starter's Jaguar Pistol
- \$300 for RaceClock (\$300 for the weekend)

\*Please Note: Weekend rentals are based on Friday 3:00 p.m. pickup and Monday 9:00am return. Rental rates for weekend usage are calculated on a per day basis for actual time used.

### Conditions of Usage

- Reservations may be placed up to 3 months minimum in advance.
- Renters accept full responsibility for returning all equipment in its original state and packaging as received (normal wear and tear expected), including all instruction and reference manuals, and will be held responsible for any repair or replacement costs.

Please complete the attached form for each reservation and submit it to Athletics Alberta via fax at (780) 427-8899. An authorized signatory of the organization must sign all forms.

# EventKit Order Form



Please complete this page in its entirety and fax to Athletics Alberta at (780) 427-8899.

Please select (X) the items/equipment you would like to reserve.

- |  |  |
|--|--|
| <input type="checkbox"/> One Acer Laptop Computer (Windows & Office XP)      | <input type="checkbox"/> One Large Tool Kit                |
| <input type="checkbox"/> 3 Raceclock LM Series – Double sided w/ flip digits | <input type="checkbox"/> Two Seiko Digital Stop Watches    |
| <input type="checkbox"/> Six Cobra Multi-channel Two-way Radios              | <input type="checkbox"/> Fender Passport PD-250+ PA System |
| <input type="checkbox"/> 32 Cal 7mm Starters Pistol and Blanks               | <input type="checkbox"/> Wind Gauges                       |
| <input type="checkbox"/> One Uni-Pex Portable Megaphone                      | <input type="checkbox"/> Countdown Clock                   |
|  | <input type="checkbox"/> Weight Scales                     |
|  | <input type="checkbox"/> Steel Measuring Tape              |

Have you applied for the EventKit before?  YES  NO

**Audio-visual equipment that is not part of the EventKit is also available through Athletics Alberta. Please call (780) 427-8792 for rental rates.**

## Terms of Rental

- All equipment remains the property of Athletics Alberta and must be picked up from and returned to the main office at 11759 Groat Road in Edmonton during regular office hours – 8:30am – 4:00pm;
- **Renters shall be responsible for any and all damages to the equipment while in their possession and for the full cost of repairs/replacement to any damaged or stolen equipment regardless of the circumstances (RaceClocks/ Laptops are subject to an additional \$200 Administration fee charge for damages or theft);**
- The renter acknowledges that the equipment is in good condition and good working order upon receipt of the rented equipment;
- If the renter chooses to purchase insurance coverage for the equipment, Athletics Alberta shall be named "Loss Payee" in this coverage;
- Athletics Alberta shall be added as additional insured on renter's liability insurance;
- Athletics Alberta requires a copy of all and to be named on applicable insurance policies;
- Athletics Alberta requires a refundable deposit (\$500) for each booking; **Payable by:** Cheque/Cash only
- Cancellations must be received at least two weeks in advance.

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Cellular # at Event: \_\_\_\_\_

Date/ Time of Pickup: \_\_\_\_\_

Date/ Time of Return: \_\_\_\_\_

Authorized Signatures for Organizations: \_\_\_\_\_

**By signing this form you have accepted the Terms and Conditions as outlined above.**

**Equipment Check-out:** \_\_\_\_\_ **Equipment Check-in:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Visa/MasterCard # \_\_\_\_\_