



**Township of King  
Community Services Department  
Equipment Request Form**

The Township makes available limited quantities of equipment and materials for user groups. Equipment is available on a first come, first serve basis and is delivered and picked up by the Township for a fee. Please complete this form and return it to 2585 King Road, King City, Ontario, L7B 1A1, or by emailing it to [facilitybooking@king.ca](mailto:facilitybooking@king.ca). If you have any questions, please call 905-833-6561.

**CONTACT INFORMATION**

ORGANIZATION:	EMAIL:
CONTACT PERSON:	ADDRESS:
CITY:	POSTAL CODE:
PRIMARY PHONE #:	SECONDARY PHONE #:

**EVENT INFORMATION**

EVENT NAME:	DATE OF EVENT:
DELIVERY DATE:	RETURN DATE:
EVENT LOCATION:	
DELIVERY DROP OFF DETAILS:	

**AVAILABLE EQUIPMENT (All requests must be submitted 2 weeks prior to the event date)**

Equipment/Material	Quantity Requested
Staffing – Pre-Event Set Up	
Staffing –Event Day	
Portable Toilets*	
Picnic Tables (minimum 10)	
Garbage Bins	
Green Bins	
Recycling Bins	
Road Barriers (minimum 10)	
Pylons	

\*Portable Toilets are provided by an outside company and therefore have different fees associated with the rental. The delivery fees are not applicable to the rental of portable toilets.

**The Township will do its best to accommodate the quantity of items requested but cannot guarantee availability.**

**DELIVERY FEES**

Fees listed below include both delivery and pick up. A fee may be applied if all items are not returned and/or if there is damage reported. Fee quote includes tax where applicable.

Delivery & Equipment Small Load - \$152.55/delivery  
 Delivery & Equipment Large Load - \$294.93/delivery

Signature: \_\_\_\_\_

Date: \_\_\_\_\_