



**City of Richmond**  
Parks and Recreation Services  
5599 Lynas Lane  
Richmond, BC V7C 5B2

# Equipment: Barbeque Rental Application Form

E-mail: [rentals@richmond.ca](mailto:rentals@richmond.ca) Phone: (604) 233-3304 Fax (604) 233-3340

Contact Name:	Department/Group:
Phone Number:	E-mail:
Event:	Exact Drop-Off Location:
Drop-Off Date:	Drop-Off Time:
Pick-Up Date:	Pick-Up Time:
Site Contact Name:	Site Contact Phone Number:
Please check-off the items you require:  <input type="checkbox"/> Rotisserie Rod <input type="checkbox"/> Rotisserie Motor <input type="checkbox"/> Griddle <input type="checkbox"/> Wire Brush <input type="checkbox"/> Thermometer <input type="checkbox"/> Smoker Box <input type="checkbox"/> Warmer	
Please Select a Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card	
<input type="checkbox"/> Card Number:	Expiry Date:
<input type="checkbox"/> W.O. #:	<input type="checkbox"/> People Soft #:
Notes:	
<b>I HAVE RECEIVED A COPY OF THE 'TERMS &amp; CONDITIONS' AND AGREE TO ABIDE BY THEM.</b>	
_____ <b>Signature</b>	
<b>STAFF USE ONLY:</b>	



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## Equipment: Barbeque Terms and Conditions

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**ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS.**

<b>USE:</b>	The barbeque is available for City department functions only. Community Associations may use the barbeque through city staff for a fee.
<b>SIZE:</b>	3' x 8'
<b>FEE:</b>	\$200.00 per event. This is due at time of booking.
<b>TO CONFIRM:</b>	A minimum of 21 days is required for any new bookings. A signed application, a copy of your insurance certificate, and payment must be received by the Rentals Office before a booking is confirmed.
<b>TO CANCEL:</b>	No refund will be issued if less than 14 days notice is given. If more than 14 days notice is given a refund of 75% of the total rental fee will be returned to the renter upon receipt of written notice of the cancellation.
<b>INSURANCE:</b>	All groups must purchase and provide proof of liability insurance before they can use City of Richmond owned equipment.  Groups must forward a copy of the insurance certificate, which shows the type of insurance, the expiry date, the amount (minimum \$2,000,000) and a statement naming the 'City of Richmond' and 'School District 38 (Richmond)' as additional insured.
<b>NOTE:</b>	The BBQ must be cleaned and returned in the condition it was received. Additional charges will be applied if the BBQ needs additional cleaning, is damaged, or parts are missing when it is returned.
<b>RENTALS OFFICE:</b>	City Operations Yard, Parks Department 5599 Lynas Lane, Richmond, BC V7C 5B2 Phone: (604) 233-3304 Fax:(604) 233-3340 E-mail: <a href="mailto:rentals@richmond.ca">rentals@richmond.ca</a> Office Hours: Monday to Friday, 9:00 am - 1:00 pm and 2:00 pm - 4:00 pm