Please note: All shaded areas of form must be completed before request is considered

City of Brandon
Services Request Form
in Support of Community Events

City of Brandon

900 Richmond Avenue East
Brandon, MB R7A 7M1
Phone: (204) 729-2257
Fax: (204) 729-2485
Email: c.baker@brandon.ca

ITEM PICKUP/DROPOFF:

A valid I.D. must be presented upon receiving the requested item. A copy of identification will be held by the City of Brandon during rental period.

PAYMENT

Payment is due at the time of item checkout.

Requested by:

Name

Title   Date

Company

Address

City   Province   PC

Daytime Phone   Email

Delivery Address (if required):

Contact Name

Address

Daytime Phone

Dropoff Date

Pickup Date

Event Description _____ Event Date(s) _____

Items requested:

Item #	Description of Service or Item Requested	Quantity	Agreed to Supply	Delivery Comments	Cost of Service/Item	Charge
1			☐ Yes ☐ No			☐ Yes ☐ No
2			☐ Yes ☐ No			☐ Yes ☐ No
3			☐ Yes ☐ No			☐ Yes ☐ No
4			☐ Yes ☐ No			☐ Yes ☐ No
5			☐ Yes ☐ No			☐ Yes ☐ No
6			☐ Yes ☐ No			☐ Yes ☐ No
7			☐ Yes ☐ No			☐ Yes ☐ No
8			☐ Yes ☐ No			☐ Yes ☐ No
9			☐ Yes ☐ No			☐ Yes ☐ No
10			☐ Yes ☐ No			☐ Yes ☐ No

I understand and agree that the items borrowed will be returned on or before the date noted above unless special arrangements are made prior to such date. I further agree to prevent abuse of these items and accept responsibility for the repair or replacement of such items if damaged. I will not hold the City of Brandon liable for any injury occurring while using these loaned items. I understand that I am completely responsible for its proper and safe use.

Borrower's Signature

City Signature

Date

Other

Total Amount Enclosed

FOR INTERNAL USE ONLY

Council Approval Required: ☐ Yes ☐ No
Permit Approval Required: ☐ Yes ☐ No

_____
Management Approval

Comments _____

Method of payment:

Please charge my: ☐ MasterCard   ☐ VISA

Card Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date (Month/Year): ☐☐ / ☐☐

Signature (as shown on credit card):

☐ Cheque or Money Order   ☐ Cash

Copies to: ☐ Originator ☐ Director ☐ Public Works Front Office   Copy will be forwarded back upon agreement