



Canoe Kayak BC – Event Kit

Canoe Kayak BC has assembled an Event Kit with the essential gear for running and organizing all types of events. Booking priority is given to Provincial, National and International Canoe Kayak BC member events. The host club must agree to the following Terms and Conditions as part of their hosting contract.

Event Kit Costs

Canoe Kayak BC <u>Full Member Club</u>	\$75/day
Canoe Kayak BC <u>Non Member Club/Organization</u>	\$300/day

Delivery/Pick Up charge - \$50 in each direction (transport availability to be confirmed for each event)

Terms and Conditions

1. The kit may be booked in whole or in part up to 6 months in advance at info@canoeKayakbc.ca.
2. All equipment remains the property of Canoe Kayak BC and must be picked up and dropped off at the Canoe Kayak BC office at Sydney Landing Suite 2003B, 3713 Kensington Avenue, Burnaby during regular office hours unless otherwise arranged.
3. Renters acknowledge the equipment is in good condition and working order upon receipt.
4. 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.
5. Renters shall be responsible for any and all damages to the equipment while in their possession and for the cost of repairs/replacement to damaged or stolen equipment regardless of the circumstances.
6. If the renter chooses to purchase insurance coverage for the equipment, Canoe Kayak BC shall be named "loss payee" in this coverage.
7. If an event is being co-hosted with CKBC, the partner club will be responsible for 100% of the event kit rental (Approved September 14, 2017).

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NON-MEMBER RENTAL

8. Canoe Kayak BC shall be added as additional insured on a Non Member renter's \$5,000,000 liability insurance with the following wording:

"Name of organization and their directors, officers, employees, volunteers, guides, agents, independent contractors, representatives, successors, assigns and all those in law for whom they are responsible are added as Additional Insured's, in respect only to Event or Name of 3rd Party. This Additional Insured status will be primary insurance over and above any other insurance carried out by the Additional Insured's."

9. If events or activities are sanctioned, a valid sanction certificate must accompany the insurance certificate. All activities must be covered under both for the full term/timeline of those activities.
10. A Work Safe BC Clearance letter required for employees of the event company that will be conducting work on the event.
11. All participants in an event MUST be covered by the non-member's Commercial General Liability insurance; they cannot be excluded.
12. Canoe Kayak BC requires a copy of the policy declaration/summary page for the applicable insurance policies attached to the Certificate of Insurance.
13. Canoe Kayak BC will request a refundable deposit for each event rental to a Non Member.
14. Cancellations must be received at least two weeks in advance or a penalty fee of 50% of the total usage cost will be levied.

Printed Name: _____ Signature: _____

Date: _____ Organization: _____

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EVENT KIT Order Form

Please complete this page in its entirety and fax (888-959-4715) or scan (info@canoekayakbc.ca) it to Canoe Kayak BC. You will receive written confirmation within 2 days.

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

- | | | |
|-----------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> 1 - 20 x 20 Marquis Tent** | <input type="checkbox"/> Motorola Radios (14 available) ¹ | <input type="checkbox"/> Regatta Clock |
| <input type="checkbox"/> Finish Line Package ² | <input type="checkbox"/> Motorola Radio charging case | <input type="checkbox"/> Boat Scale |
| <input type="checkbox"/> On water Package ³ | <input type="checkbox"/> Megaphones (6 available) | <input type="checkbox"/> Podiums |
| <input type="checkbox"/> Wool Blankets (5) | <input type="checkbox"/> Long Distance Boat Number Package ⁵ | <input type="checkbox"/> 9.9 hp motor |
| <input type="checkbox"/> Wireless Speaker System | <input type="checkbox"/> 2 - 10 x 10 Pop Up Tents | <input type="checkbox"/> Boat Scale |
| <input type="checkbox"/> Inflatable safety boat/pump | <input type="checkbox"/> Folding Table (3) (one banquet, 2 short) | <input type="checkbox"/> LCD projector |
| | <input type="checkbox"/> Laptop with PadComp Software | |

Organization/Club: _____ Event: _____

Event Location: _____

Contact Name: _____ Contact #: _____

Cell Contact # at Event: _____ Length of Event (# of days): _____

Date/Time of Pick-up: _____ Date/Time of Return: _____

Billing Address: _____

By signing this form you have accepted the Terms and Conditions above, and you are an authorized signatory for the organization.

Printed Name: _____ Signature: _____

Date: _____

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Package Details

1. Motorola Radios
 - These radios contain rechargeable batteries – if these run out they can be replaced with AAs however the rechargeable battery must be returned. It will be recharged and can be inserted once the AAs have run their course.
 - All radios must be attached to a lanyard and attached to the user when on the water.

2. Finish Line Package
 - Sprint Rule Book
 - Plastic bags
 - 3 clip boards
 - Pens, pencils, pencil sharper, stapler, staples, scissors, paper
 - Finish slips
 - Protest forms
 - Timer instruction manuals
 - Finish line flags (one white, one red)
 - Three Seiko timers
 - Timer paper refills (minimum 3 rolls)
 - Two stopwatches with recall
 - One pair of binoculars
 - Hand sanitizer
 - Water proof video camera

3. On water package
 - 4 Rubbermaid tubs for referees
 - 3 Rubbermaid tubs for safety boats
 - 7 Transport Canada safety kits (bailer, whistle, etc) for each of the bins above
 - Air horns (2 disposable provided per rental day)
 - 6 water proof rechargeable megaphones
 - 4 sets of referee flags

4. Long Distance Pinnie Package
 - 4 sets of pinnies numbered 1 to 40

5. Long Distance Boat Number Package
 - 2 sets of boat numbers from 10 to 150

6. An additional charge of \$200 will be added if the tent is returned dirty and/or wet.

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