



Village of Ruidoso Parks & Recreation Department

Office Located at 801 Resort Drive Mail form to: 313 Cree Meadows Drive, Ruidoso, NM 88345
Office: (575)257-5030 * Fax: (575) 257-3897

Equipment Rental Form

Check Out Date: _____ **Date Due:** _____ **Date Returned:** _____
(ITEMS NOT RETURNED BY DUE DATE ARE SUBJECT TO \$5.00 PER DAY LATE FEE, PER ITEM).

Renter Information (Print full name): _____ Email: _____

Group: _____ Non-Profit Status: Yes No
(Show proof or 501C3 or 501C6)
Address: _____ Event Type: Free Fee Charged

Day Ph: _____ Night Ph: _____ Other Ph: _____

Event: _____ Event Date(s): _____ Location of Event: _____

Delivery/Set Up Date: _____ Time: _____

Breakdown Date: _____ Time: _____

*** ** DELIVERY & SET UP/BREAKDOWN FEES SHALL NOT BE WAIVED. P&R DIRECTOR. HAS THE DISCRETION OF WAIVING OTHER FEES .**

Item/s Checked Out: Payment must be received prior to receiving items.

	CONDITION		REPLACEMENT COST	RENTAL FEE	QTY. OR HOURS	COST
	OUT	IN				
<input type="checkbox"/> * Weekday - Weather Port Delivery/Set Up/Breakdown \$75			** Other Delivery & Set Up	\$25.00/hr/staff	_____	_____
<input type="checkbox"/> * Weekend - Weather Port Delivery/Set Up/Breakdown \$150			** Other Delivery & Set Up	\$35.00/hr/staff	_____	_____
<input type="checkbox"/> Weather Port *	_____	_____	\$5000.00	\$50/day	_____	_____
<input type="checkbox"/> Stage Sections (set of 6)**	_____	_____	\$600.00	\$60/day	_____	_____
<input type="checkbox"/> Bleachers (3 Row)**	_____	_____	\$2500.00ea	\$100/day	_____	_____
<input type="checkbox"/> Picnic Table (Wood Only, Max 4)**	_____	_____	\$500.00ea	\$10/day	_____	_____
<input type="checkbox"/> Concession Wagon**	_____	_____	\$2500.00	\$50/day	_____	_____
<input type="checkbox"/> Trash Barrels**	_____	_____	\$100.00/sec.	\$10/day	_____	_____
<input type="checkbox"/> Safety Fence**	_____	_____	\$150.00/roll	\$15/day	_____	_____
<input type="checkbox"/> Lattice**	_____	_____	\$150.00/sec.	\$15.00	_____	_____
<input type="checkbox"/> X-mas Light Strands**	_____	_____	\$20.00	\$2/each	_____	_____
<input type="checkbox"/> Traffic Signs	_____	_____	\$20.00	\$2/ea	_____	_____
<input type="checkbox"/> Traffic Cones	_____	_____	\$5.00	\$.50/each	_____	_____
<input type="checkbox"/> Hand Held Timer	_____	_____	\$300.00	\$30/day	_____	_____
<input type="checkbox"/> Safety Vests	_____	_____	\$5.00	\$N/A	_____	_____
<input type="checkbox"/> Volleyball Boundary Lines	_____	_____	\$50.00	\$5/day	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	\$ _____	\$ _____	_____	_____

Payment Received Check: # _____ Cash **VOR Rcpt #** _____ **TOTAL Amount:** _____

I, THE UNDERSIGNED, acknowledge that the Village of Ruidoso Parks & Recreation Department is renting/loaning me the above items in good faith. I agree to remit payment for any damages or losses that occur while this equipment is in my possession. If the items I borrow are lost or damaged while in my possession, I agree to either repair or replace said items upon determination of the Parks & Recreation Department.

I have read and understand this agreement with Village of Ruidoso and will abide by the conditions set forth by the Parks & Recreation Department. I fully understand that failure on my part to return the equipment in the condition checked out may result in me being required to pay for any damages or costs to replace the rented/loaned items.

Signature (must be over 18 – or need parent/guardian signature) _____

Date _____

STAFF: Checked Out By: _____

Checked In By: _____