



City of Grand Terrace – Event Equipment Rental Form

Room and Equipment Reservation Number: (909)824-6621 ext. 255

Ordering Instructions: Email or drop off the Event Equipment Rental Form to the Public Works Department, along with your Room or Space Layout. **Forms are due at least 7 days prior to your event.** Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the City of Grand Terrace Public Works Department. Set-Up and Breakdown of equipment is available upon request, and the request must be indicated on the Event Equipment Rental Form. All equipment must be returned to the delivered location.

Events sponsored or co-sponsored by the City and City Departments will not incur rental fees, except for *special equipment/props. However, the Event Equipment Rental Form and a Room/Space Layout should be completed and returned to the Public Works Department no less than 7 days prior to your event.

Name of Event:

Is Event Sponsored or Co-Sponsored by the City? Yes No If Yes, Name Department:

Event Date(s): Permit Time:

Name of Person Placing this Order:

Phone: Email Address:

Day of Event Contact:

Cell Phone Number:

Do You Need Set-Up and Break Down Service? Yes No

Item	Description	Quantity	# of Days
9' Table	9'x30" Rectangle (12 available)		
8' Table	8'x30" Rectangle (2 available)		
Round Table	48" Round (1 available)		
Metal Folding Chairs (Black)	Black Metal Chair with Black Padded Seat (80 available)		
Metal Folding Chair (Brown)	Brown Metal Chair with Brown Padded Seat (29 available)		
Podium	Podium without Microphone (1 available)		
Podium with microphone	Podium with Microphone (1 available)		
Standing Microphone	Wired microphone with stand and speaker		
Burrtec Waste Trash Bins	Rectangular cardboard waste bins from trash contractor		
EZ Up Canopy	Canopies available in black (1 available)		
Portable Generator	Portable gasoline-fueled power generator (1 available)		
Traffic Control	Cones		
Traffic Control	Barricades		
*Special Equipment or Props not listed above			

City of Grand Terrace – Room/Space Layout Form

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A large, empty rectangular box with a thin blue border, occupying the central portion of the page. This box is intended for the user to draw a detailed room or space layout, including furniture, equipment, and room dimensions.