

# Equipment, Podium & Portable Toilet Request

☞ Request Due by March 1, 2025 ☞

“Use a separate Request Form for each Location & Event”

\*\*\*Please Print\*\*\*

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Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_  
(Prior to Festival) (Day of Event)

<u>Quantity Needed</u>	<u>Estimated Cost</u>
_____ @ Vinyl Folding Chairs	(\$ 1.20 per)
_____ @ 30" x 8' Table	(\$ 10.50 per)
_____ @60" Round Table	(\$ 11.50 per)
_____ @ Other - Specify _____	
_____ @ Other - Specify _____	

\_\_\_\_\_ Podium Request for Event

**Please Specify Day, Date and Time you will pick up this Equipment from the Outpost when needed and return when finished:**

**Pick up** table & chairs \_\_\_\_\_  
(Day) (Date) (Time)

**Return** table & chairs \_\_\_\_\_  
(Day) (Date) (Time)

<u>Quantity Needed</u>	<u>Estimated Cost</u>
_____ @ Regular Portable Toilet	\$ 95 per day (\$35 extra cleaning)
_____ @ Handicap Portable Toilet	\$135 per day (\$35 extra cleaning)

Please specify the Day, Date, and Time that you will need the Portable Toilets in place:

\_\_\_\_\_ (Day) (Date) (Time)

When is the earliest that the Portable Toilets can be removed?

\_\_\_\_\_ (Day) (Date) (Time)

Please Continue on Back

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT PLEASE NOTE:**

**We are working with a new supplier this year and they have requested a map be provided of the area where equipment is to be placed.** Please Map out any useful information such as Streets, Buildings, Landmarks, Layouts, etc.

Additional Information / Comments

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