



City of Welland
Recreation and Culture Division
 145 Lincoln Street, Welland, Ontario
 907-735-1700 Ext. 4000
 recreation@welland.ca

Submission Date

EQUIPMENT REQUEST FORM

Event Information	
Date of Event:	
Name of Event:	
Location of Event:	
Event Start Time:	Event End Time:

Event Organizer Information <i>(Contact person must be the person on site the day of the event)</i>			
Name of Organization:			
Mailing Address:			
Contact #1	Name:	Cell:	Alt:
Contact #2	Name:	Cell:	Alt:

Delivery Information	
Preferred Delivery Date:	Preferred Delivery Time:
Preferred Pick Up Date:	Preferred Pick Up Time:
Arrival time of Contact Person(s):	

Equipment Request		QTY	Delivery Only	Delivery /Set up
Showmobile	50 amp power supply required or tow behind generator	Max. 1		
Portable Canteen	50 amp power supply required or tow behind generator	Max. 1		
Power Requirements by City of Welland	Tow Behind Generator	Max. 1		
	Portable Generator	Max. 1		
	Distribution (Rhino) box	Max. 5		
Metal Bleachers	Must complete Portable Bleacher Agreement	Max. 3		
Wood Bleachers		Max. 5		
Metal Fence Panels	8' long X 45" high panels	Max. 250		
Picnic Tables		Max. 50		
Picnic Tables <i>(Accessible)</i>		Max. 1		
Folding Tables	30" X 8' tables	Max. 14		
Garbage Drums		Max. 30		
PA Equipment		Max. 1		
Microphones		Max. 4		
Chairs		Max. 70		
Easels		Max. 22		
Stanchions & Rope	For non-road closure only	Max. 10		
Barricades	For non-road closure only	Max. 50		
Pylons/Safety Cones	For non-road closure only	Max. 25		
Portable Stage	Site analysis required prior to event. Each section measures 4' x 8'. Set up on paved surface only, not on grass. <i>(min. of 3 sections for stability)</i>	Max. 9		
Ticket Booth		Max. 1		
Other				

Other				
Vendors at Event		Yes	No	If yes, submit the list of vendors and power requirements.
Portable Water		Yes	No	If yes, contact the water quality department.
Excess Waste?		Yes	No	If yes, a dump box will be added to your request.
Power requirements by others?		Yes	No	If yes, have arrangements been made?
Recycling requirements?		Yes	No	Contact the Region.

EVENT MAP/EQUIPMENT LAYOUT MUST BE SUBMITTED