



HOSTING EVENT KIT BOOKING INFORMATION

The *Hosting Event Kit* is available to provide you with additional tools and equipment to ensure the ease of delivery of a successful event. The *Hosting Event Kit* is designed to ease the cost and availability of necessary supplies that may be required for event organizers.

Please take a moment to read and familiarize your group or organization with the terms and conditions that apply to all Hosting Event Kit bookings. Please contact Tourism Langley direct at 604.888.1477 for confirmation of booking.

Hosting Event Kit Supplies

The Hosting Event Kit consists of the following items that may be reserved as the Base Kit, with additional kit items available as required.

Base Kit

- Two portable tents – 10' x 10'
- Four folding chairs
- 6 multi-channel two-way radios
- 6 stop watches
- 6 safety vests
- 4 stop/slow hand held signs
- 2 – 12" LED flashlights
- 1 First Aid Kit

Additional Kit Items

- One loaded tool kit: - cordless drill, hammer, 3 pce. Pliers, 25' & 100' measuring tape, level, universal screwdriver, wrench set, duct tape, electrical tape
- Bosch Power Boss – 4 way power outlet & cd player/radio
- 8 traffic cones with 6" reflector
- 1 large stop sign with stand
- 1 Supply Bag: 2-50' Extension Cords, 3-100' Heavy Duty Rope, 4-16" tie down stakes, 6-11' tie down stakes, 12' Ratcheting tie down, set of 24 various sized bungee cords
- 1 First Aid Kit
- 6 Water/Drink Jugs
- 10 Garbage Pickers

Hosting Event Kit Terms and Conditions:

The following terms and conditions apply to all Hosting Event Kit Bookings:

- All equipment remains the property of Sport Langley/Tourism Langley and arrangements must be made for pick up and return to Tourism Langley Visitor Centre, 7888 – 200th Street, Langley during regular office hours (Mon. to Fri. 9am to 5pm) Call: 604.888.1477.
- Reservations may be placed up to six (6) months in advance
- A reservation form must be completed prior to or at the time of pick up and all equipment must be returned in the same condition and packaging as received.
- The renter will be held responsible for any and all damages to equipment and supplies while in their possession and for the cost of any repairs or replacement due to damaged, lost or stolen items.

Important Information

- The Hosting Event Kit is available for non-profit events and organizations on a first come, first served basis.
- Shipping and delivery is not available
- Maximum rental time is for a period of one week (7 days) unless otherwise specially requested and approved.
- A \$25 rental fee is charged for rental of any number/combination of items for each event.

Please complete the attached reservation form for each scheduled event and submit to Tourism Langley, 7888 – 200th Street, Langley, B.C. V2Y 3J4 or fax at 604.888.1462. Ensure an authorized signatory of your organization is applied to all forms.

