



Flagler County Tourist Development Council Equipment Request Form

Today's Date: _____

Event Name: _____ Event Date(s) _____

Organizational Name & Address _____

Event Director's Name: _____

Deliver Date/Time: _____ / _____ Pick Up: _____ / _____

Delivery Location (address): _____

**Provide onsite sketch/map with specific stage location desired/electrical connection/ access into property*

Event Description: (Please attach flyer/details)

Equipment Requested:

Portable Stage

Light Trees (2 max)

Stage Lighting

Barricades (100 max)

Portable Bleachers (2 max)

Cones (50 max)

Electrical Panel and Other Applicable Location Details (Attach as necessary):

Has the TDC/BOCC approved this event for funding? Yes No

I acknowledge that while I am using Flagler County tourism equipment, I will take proper care of all equipment that I am entrusted with. I further understand that upon successful completion of my event, I will return all property of Flagler County and that the property will be returned in proper working order. I understand I will be held financially responsible for damaged property. This agreement includes, but is not limited to, the following: (portable stage, bleachers, light towers, barricades, cones, and other accessory equipment). I understand that failure to return equipment will be considered theft and may lead to criminal prosecution by Flagler County.

Renters Name (Please Print)

Renters Signature and Date

Staff Use Only

Date Received : _____ Driver's License # _____

Date _____ \$ _____ FOP _____ Deposit Paid

Date _____ \$ _____ FOP _____ Equipment Fees Paid

Owners Release Attached

Insurance Certificate Attached