

# Equipment, Podium & Portable Toilet Request

☞ Request Due by March 1, 2024 ☞

“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)

Quantity  
Needed

Estimated Cost

\_\_\_\_\_ @ 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)

Quantity  
Needed

Estimated Cost

\_\_\_\_\_ @ 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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