



Event Bike Parking Loan Inventory Form

General Information	
Organization Name:	
Contact Name:	
Phone Number:	
Email Address:	
Event Name:	
Location inventory will be used:	

Loaned Inventory Information												
<p>The event bike racks are located at 185 Slidell Street.</p> <p><u>Hours of Operation:</u></p> <p>Monday to Friday, 9:00 am to 3:00 pm</p> <p><u>Important Notes</u></p> <ul style="list-style-type: none"> ▪ Pick-up and drop-off times must be confirmed. ▪ Staff are not available to assist with loading and unloading. ▪ A security deposit in accordance with the table below is required prior to pick up and will be reimbursed upon return of the items. <table border="1" data-bbox="350 1362 1214 1575"> <thead> <tr> <th>Number of Racks Loaned</th> <th>Security Deposit Requested</th> </tr> </thead> <tbody> <tr> <td>1 to 5</td> <td>\$500</td> </tr> <tr> <td>6 to 10</td> <td>\$750</td> </tr> <tr> <td>11 to 20</td> <td>\$1000</td> </tr> <tr> <td>21 to 30</td> <td>\$1250</td> </tr> <tr> <td>31 to 35</td> <td>\$1500</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ Staff will send instructions on how to make the security deposit upon receipt of the Event Bike Parking Loan Inventory Form. ▪ The deposit will be reimbursed ONLY after the items have been returned to 185 Slidell Street during our hours of operation (Monday to Friday, 9:00 am to 3:00 pm). ▪ The City may retain all or part of the security deposit to cover loss or damage to the inventory, as well as to cover transportation costs if the event organizer has not returned the items in a timely manner and the City has to arrange for an internal or external freight service to pick them up. 	Number of Racks Loaned	Security Deposit Requested	1 to 5	\$500	6 to 10	\$750	11 to 20	\$1000	21 to 30	\$1250	31 to 35	\$1500
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Inventory (subject to availability)						
Items	Style	Capacity	Dimensions and Material	Weight / Rack	Inventory	Qty Requested
Full-Size Stackable Event Bike Rack	A-Frame (6 As)	12 Bikes	W: 1.6 m (63") L: 3.2 m (126") H: 0.9 m (36") Material: Aluminum 3/4" pipe (1.05" OD)	30 lbs	30	
Half-Size Stackable Event Bike Rack	A-Frame (4 As)	8 Bikes	W: 1.2 m (48") L: 1.8 m (72") H: 0.9 m (36") Material: Galvanized Steel 3/4" pipe (1.05" OD)	54 lbs	5	

Photo Reference:



Figure 2: Half-size rack



Figure 1: Full-size rack

Requested Pick Up and Drop Off		
Pick Up	Date:	Time:
Drop Off	Date:	Time:



This is a request to reserve items. Confirmation of the reservation will be provided by City of Ottawa staff by way of email. Bring proof of confirmation with you when picking up event bike parking loaned items.

Pick Up and Drop Off Contact Information (If different from above)
Company Name:
Contact Name:
Contact Number:

In accepting the use of City equipment, the borrower agrees that it has inspected the equipment and finds same in good and satisfactory condition for its intended purpose. It further agrees to indemnify and hold harmless the City of Ottawa from any and all claims by itself or others arising out of any defect or alleged defect in the equipment.

The loan is contingent on the return of such articles being in the same condition as received. The borrower will be held responsible for all damages to the assigned inventory and/or inventory not returned in whole or in part; and agrees to reimburse the City of Ottawa for any repair/replacement costs resulting from this loan.

Signature of Borrower: _____ Date: _____

Please send the completed form to hello.velo@ottawa.ca.

Completed by City of Ottawa staff at time of pick-up and return:				
Inventory Loaned Out: _____		Date: _____		
Inventory Returned: _____		Date: _____		
Inventory returned in good condition: YES <input type="checkbox"/> NO <input type="checkbox"/>				
Lost or Damaged:				
Inventory lost or damaged	Quantity	Lost	Damaged (specify)	Estimated Cost of Repair/ Replacement