



**FOR A SPECIAL EVENT**

\$50.00 REFUNDABLE SECURITY DEPOSIT REQUIRED

(Please note: the security deposit will be deposited)

DATE: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PH: \_\_\_\_\_ CELL: \_\_\_\_\_

\$50.00 DEPOSIT \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

BARRICADES - NUMBER REQUESTED \_\_\_\_\_

The "City Property" listed above is being borrowed for a SPECIAL EVENT.

I hereby agree to pick up all items requested on this form at the Department of Public Works located at 975 First St., between the hours of 8am - 12pm.

I hereby agree to return all items requested on this form in the same condition as taken to the Department of Public Works located at 975 First St., between the hours of 8am - 12pm.

Items requested are to be returned the next business day following the conclusion of the SPECIAL EVENT.

I understand that I will forfeit my \$50.00 deposit if the items requested are not returned or are damaged.

Security Deposit will be returned by check within 10 working days after event if items are returned as agreed.

By Signing this form I agree to the above terms.

\_\_\_\_\_  
Name (Print) Signature Date

Items returned (date) \_\_\_\_\_