# SUPPLY RENTAL FORM

Department: ___________________________ Date Borrowed: __________________

First Name: ________________________  Surname: _________________________

Phone: ___________________________ Email: ___________________________

Name of Event: _______________________________________________________

Date of Event: _______________________________________________________

Please indicate which event supplies you would like to borrow:

- [ ] Nametag Holders – Wooden
- [ ] Lanyard Stands
- [ ] Large Display Unit – Carpeted
- [ ] Large Display Unit – UVic Logo
- [ ] Umbrellas _______
- [ ] Motorola Radios _______
- [ ] Coat Rack + _______ Hangers
- [ ] Easels _______
- [ ] Martlet Costumes (3)_______
- [ ] Other______________________________

Date of supply pick-up: __________________________________________

Date of supply return: ___________________________________________

Please provide a FAST code that will be charged a late fee of $10.00/day if not returned as noted above. ________________________________

I am aware that my office is responsible for the full replacement cost if any items are returned broken. ________________________________(Name here)