



## EVENTS RESOURCE CENTRE

Office: 559 Goderich St, Port Elgin  
Warehouse: 764 Arlington St. Port Elgin  
519-389-3714 or 1-800-387-3456  
Fax-519-389-3725  
Email: [info@pumpkinfest.org](mailto:info@pumpkinfest.org)



The Port Elgin Pumpkinfest Events Resource Center has undergone some changes. If you have any questions or concerns about the ERC, please call **519-389-3714** or **1-800-387-3456**. We will be happy to assist you.

### *Pick Up & Drop Off Procedures*

When picking up and dropping off equipment, be sure to bring enough help to load and unload equipment safely from the Events Resource Centre to your vehicle. The Events Resource Centre Staff are not responsible for loading and unloading, delivering or picking up equipment. If you have not brought enough help, staff will not be able to complete your order until you have adequate help. **Be sure to contact ERC headquarters to book your time to pick up and return items.** A staff person must be present at all times to ensure safety precautions have been met. The staff person will meet you at the building, locate the items from the Events Resource Centre to be rented, and stay until all loading is complete. On drop off days, make sure you book a time with headquarters. If equipment is dropped off and left outside of buildings, an extra \$50 will be billed to your account for not abiding by the rules and your account will be suspended, no longer giving you the privilege to rent from ERC.

**Pick Up & Drop Off Days**      Monday and Friday

**Events Resource Centre Operates from May 1<sup>st</sup> to August 31<sup>st</sup>** (Special consideration may be given to Festivals that take place between September, October and April, Please call ERC to see if you qualify)

### **Damaged/Lost Equipment**

The renter must sign the accompanying waiver/contract accepting full responsibility for the care of the rental equipment listed in this form and agree to pay for any damage to the equipment and/or replace it at full current retail value if the damage is irreparable or equipment is not returned. If the rental is not returned at the set time and date, the renter will be charged an additional fee per day unless other arrangements have been made. The Events Resource Centre / Saugeen Shores Chamber of Commerce / Port Elgin Pumpkinfest are not liable for any physical harm or injury due to equipment failure when equipment is in your possession (Including pick up and drop off).

### **Late Fee's**

If rental equipment is not returned at the scheduled time, your event will be charged the full cost of the rental per day unless other arrangements have been made with Events Resource Centre staff.

### **Minimum Fee**

If your rental is under \$25, you may still rent items but will be invoiced the minimum fee of \$25.