

EQUIPMENT REQUEST FORM for RECREATIONAL COMMAND FUNCTIONS



COMMAND INFORMATION:

COMMAND				
Primary POC Name		Phone #		Cell #
Primary Email				
Secondary POC Name		Phone #		Cell #
Secondary Email				

FUNCTION INFORMATION:

Request Date		Function Date		Expected Attendance	
Location/Bldg # on base where equipment will be used					
Type of Function	<input type="checkbox"/> Party	<input type="checkbox"/> Picnic	<input type="checkbox"/> Fun Day	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Other
If "other," please explain in detail...					
Requested Pick-up Date			Requested Drop-Off Date		

AUTHORIZED EQUIPMENT AND QUANTITIES: The following equipment is available in limited quantities for Recreational Command events. All equipment beyond the scope of this list will incur a fee.

Number of People	Tables	Chairs	Grills	10' X 10' Canopies	Coolers	Lawn Games/Sport Packs
0-75	8	75	1	1	2	2
76-150	20	150	2	2	4	2
151+*	40	200	2	4	6	4

*Larger events will be handled on a case by case basis.

EQUIPMENT REQUEST INFORMATION:

Equipment	Daily Rate (If Required, up to 24 hrs)	Weekly Rate (If Required, up to 5 days)	Amount Requested	Amount Approved	Extended Cost
8' X 30" Alum Table	\$5.00	\$15.00			
Folding Picnic Table	\$10.00	\$30.00			
Folding Chair	\$1.00	\$3.00			
10' X 10' Tent	\$25.00	\$75.00			
120 Quart Cooler	\$8.00	\$24.00			
55 Gal Trash Can	\$5.00	\$15.00			
4' X 8' X 1' Riser	\$10.00	\$30.00			
Generator	Varies	Varies			
25' Extension Cord	\$2.00	\$6.00			
Orange Traffic Cone	\$2.00	\$6.00			
20' Inflatable Archway	\$20.00	\$60.00			
Inflatable Fast Pitch	\$50.00	\$150.00			
Inflatable Football Toss	\$50.00	\$150.00			
Large Bounce House	\$125.00	\$375.00			
Small Bounce House	\$100.00	\$300.00			
Inflatable Jousting	\$200.00	\$600.00			
Dunk Tank	\$100.00	\$300.00			
Duel Striker	\$50.00	\$150.00			
Horseshoes	\$5.00	\$15.00			
Cornhole	\$5.00	\$15.00			
Tug of War Rope	\$5.00	\$15.00			
Softball Kit	\$30.00	\$60.00			
Flag Football Kit	\$10.00	\$30.00			
Yard Game Box	\$25.00	\$75.00			
Other:					
TOTAL DUE:					

