

## Benton County Public Works Department Event Equipment Checkout Form

Please note that this equipment is loaned on a first come, first serve basis. If multiple groups are borrowing equipment over a shared date, we cannot guarantee full quantities of requested items. Additionally, **it is the responsibility of the event organizer/agency to replace any equipment that is damaged or lost.**

**Equipment can be picked up at outside our Sign Shop at our Avery Complex location: 360 SW Avery Ave, Corvallis, OR 97321. Mon-Fri 8am-5pm.**



### Contact information and pickup/drop off schedule

Group/User:	
Contact Name:	
Contact Number:	
Pickup Date:	
Return Date:	

### Equipment types and quantities requested:

Event Ahead Signs (up to 12):	
Barricades (up to 15):	
28" Traffic Cones (up to 30):	
Hi-Vis Vests (up to 30):	
Stop/Slow Paddles (up to 21):	
Handicap Signs (up to 9):	