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 outside our Sign Shop at our Avery Complex location:
360 SW Avery Ave, Corvallis, OR 97321.
Monday – Friday from 8:00 AM – 4:00 PM

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 7): **PLEASE NOTE:** These signs may only be placed within the right-of-way on the day of the event and may not be installed in advance.	
Barricades (up to 10):	
28” Traffic Cones (up to 30):	
Hi-Vis Vests (up to 30):	
Stop/Slow Paddles (up to 20):	