

Appendix A

PSP EQUIPMENT RENTAL AGREEMENT

Bookings and Payment

1. Prior to your first rental of the season (Summer: 1 May – 30 September, Winter: 1 October – 30 April) a deposit fee of \$100.00 must be paid through the Courses module on BookKing.
2. Payment is accepted using Credit Card via the following methods during regular business hours of Monday-Friday 0900-1530 hrs;
 - a. In person, by appointment, at the PSP office on the 2nd floor of the Greenstone Building
 - b. Over the phone by calling 867 873 0700 ext 6122; OR
 - c. Online through your BookKing account
3. Equipment can be signed out for a maximum of 1 week (7 days). Longer requests can be made by submitting a trip plan to be approved by FSR Coordinators via email at whaley.ariel@cfmws.com and/or tibbles.matthew@cfmws.com
4. All rentals of canoes, kayaks, and/or stand up paddle boards will include a universal roof rack kit, straps, lifejackets, paddles, and all necessary safety equipment, as requested.
5. All rentals of ice augers will include a battery charger, battery, and blade guard; and extension, if available.
6. Rental requests must be submitted by 1200 the day prior to be accepted. If you do not receive confirmation of your booking from either FSR Coordinators via email by 1200 the day of your pick up, please reach out to confirm your booking.

Cancelations, and/or Rescheduling

1. If you wish to cancel your booking, you must provide 24 hours advanced notice of your scheduled pick up time.
2. If cancellation request occurs less than 24 hours prior to your pick up time, \$5.00 of your seasonal deposit fee will be forfeit.
3. If you wish to reschedule your booking, you must provide 24 hours advanced notice. There will be no extra fee for this change.
4. Extensions requests must be submitted to FSR Coordinators via email 24 hours before the end of your booking and are subject to approval based on availability.

Pick-Ups and Returns

1. The rental invoice must be presented at time of pick up to pick up equipment.
2. A signed copy of Appendix A must be completed by the renter at the time of rental equipment pick up.
3. Equipment pick up and returns will take place Sunday-Friday at 1700, or by appointment.
4. All equipment will be assessed for damages during the return process.

Late, Damaged, Lost, or Stolen Equipment

1. Late returns will result in a fee of \$5.00/calendar day being forfeit from your seasonal deposit. Equipment is considered late if renter is 30 minutes or more passed their scheduled return time.
2. If an item is returned with damages, this will result in the loss of the renters seasonal deposit fee, up to \$100. This will be determined through an assessment of the items and what the cost of repair or replacement will be. As equipment may need 3rd party evaluation, Renters will be made aware that assessment may take time to complete and will be notified of costs as soon as possible. Renter will be placed on probation until process is completed.
3. If an item is not returned due to loss or theft, this will result in the loss of the renters remaining seasonal deposit fee, up to \$100.
4. Renters that accumulate more than \$50 in withheld deposit will be put on probation and be unable to rent more until the end of the rental season.

Renter Signature: _____ **Date:** _____