



BUSINESS IMPROVEMENT DISTRICT COUNCIL
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Updated by Board of Directors on August 22, 2013

What is the Special Events Equipment Program?

The Special Events Equipment Program is a Business Improvement District Council (BID Council) resource assisting members in using special events equipment at a low rate.

Who is eligible to participate in the Special Events Equipment Program?

Equipment will be lent only to the following:

BID Events, Sponsored BID events, funded in the current fiscal year as Micro Districts non-profit eligible organizations for a fee (see rate card).

NEW as of August 22, 2013: MICRO DISTRICT RULES and ADMINISTRATIVE CHARGES

Definitions:

BID Events: A BID must be a “member” of the BID Council and all outstanding invoices must be paid prior to equipment request being submitted. BID event: is an event that is produced by a recognized non-profit management corporation contracted with the City of San Diego to manage an established Business Improvement District for the current Fiscal Year.

Micro District: a group that is under contract for economic development services with the City of San Diego for the current Fiscal Year.

Sponsored BID Event: BID Sponsored events are those events that meet two of the following criteria:

- 1) Are within the established BID Boundaries
- 2) Benefit the BID or its mission statement.
- 3) BID representative (staff) or Board member of the BID is an active participant on the organizing committee

Usage must be made in the name of the BID and the BID is liable for any equipment/charges.

Micro Districts: Must be under contract with the City of San Diego and show proof of contractual relationship. Qualifying MD can use the equipment available for no charge* with an up-front non-refundable deposit [in the amount of \\$2,000 dollars](#) cost for all items used so that the deposit secures the financial liability. Deposits will be applied to the final billing.

*excludes any costs related to preparation, delivery, set-up and/or return. Deposits will be made in the form of a check and cashed by the BID Council when making the equipment reservation.

Non Profit Eligible Group: Must be a 501c organization. Qualifying non-profit can rent the equipment available at a **discounted rental cost** (see rate sheet) plus any costs associated with the preparation, delivery, set-up and/or return, with an up-front non-refundable deposit equal to the estimate of renting the equipment that secures the financial liability. Deposits will be applied to the

final billing.

Administrative Fee: Will be charged to all organizations. **There is an 15% administrative fee placed on the bills to recover cost for accounting, insurance and other cost associated with running the program.**

Insurance

The BID Council requires any organization to provide proof of general liability and workers compensation insurance as a prerequisite to reserving the equipment and services. **The borrower will name the BID Council and the City of San Diego as additionally insured.**

What's the process for requesting special events equipment?

All requests will be made 60 days in advance. Requests are made through a Special Events Request Order Form. This signed form must be completed and submitted given to the Special Events Equipment Coordinator and the BID Council. No request will be considered without a signature. Contact information is listed on the form. Once in receipt of the form, the Special Events Equipment Coordinator will check availability, and respond to the requestor 45 prior to the event, letting them know whether the equipment they've requested is available. Upon request, the Special Events Equipment Coordinator can provide the requestor with an estimate of the total labor and transportation costs. All BID events have priority if submitted in the required time frame. BID events will come before micro district events.

Availability of equipment cannot be guaranteed. In general, all requests are given preference in the order received, and requests from BIDs for BID events take priority over requests from Micro Districts or other Non-Profit Eligible Group. The BID Council has the final authority to make usage allocation decisions on a case by case basis. In addition, availability of items is subject to last minute changes because of occasional losses incurred at events. At times, items will be lost or stolen at one event, and the event immediately following will not have those items available to them if the timing is such that the BID Council has not had a chance to purchase replacement items.

Policy on events occurring the same day: Requests for equipment must be made 60 days in advance of any event. If request for equipment are placed within this time frame and multiple events happen the same day, the equipment requested by each party will be split equally amongst all that have requested it per category. [The initial request submitted will be used to split the orders. Revisions to the orders that increase equipment requested will be declined unless the event organizers can reach a different distribution and reach mutual agreement on the newly distribution amounts.](#) The parties may wish to discuss a different distribution method and if mutually agreed, waive or change the distribution of the equipment. Any group requesting equipment less than 60 days prior to an event is subject to the equipment availability.

Lost Equipment Policy: If items are not found within 72 hours of the event, the event organizer will be billed the full replacement cost of the equipment. In the event that the organizer finds the equipment after the 72 hours, it will be the event organizers to keep. Event organizers are responsible for conducting a count of the rented equipment with the on site BID Council staff at the end of the event.

Truck Rental Policies: Currently the Trucks are rented with Enterprise and are delivered to the Rose Canyon Warehouse. Event mileage starts at the Rose Canyon location as well as the time our staff is working to load the truck. Mileage is charged from the event back to the Warehouse along with staff time to unload the truck. All staff time is indicated on the time sheet. Included on the timesheets are loading and unloading times. Additionally, personal trucks are used from time to time to haul trash or no parking signs and are billed with the listed rate structure.

What are the Program Costs to participants?

The great benefit of the program is that equipment usage is free to BID and Micro Districts. However, BID and Micro district participants do pay for the cost of labor and transportation associated with the usage.

Qualifying non-profits pay a discounted rate for the rental of the equipment plus the cost of labor and transportation associated with the rentals.

Following the event, the BID Council will send an invoice for labor and transportation charges to the BID Micro Districts and other Non profit Eligible Groups having used the equipment. This invoice will outline all realized costs along with the application of deposits to lost equipment or a refund of unused deposit funds. The data below, which is subject to change, gives an estimate of the fees for the services provided.

Program Costs	
Equipment	<ul style="list-style-type: none"> ○ Free for BID/Sponsored Events, Micro Districts ○ Fee Schedule for Qualifying Non Profit Organizations
Labor	<ul style="list-style-type: none"> ○ Special Events Equipment Coordinator (approx. \$25/hour) ○ Assistants to the Special Events Equipment Coordinator (approx. \$15/hour)
Truck Rental All prices are an estimate Quotes can be given prior to the event	<ul style="list-style-type: none"> ○ Truck Fee (\$65 per day) ○ Mileage (15 cents per mile) ○ Gas (\$5.49 per gallon) ○ Liability (\$25) ○ Truck Insurance (\$15 per day) ○ Additional fee for extra trips that must be made in order to retrieve equipment that was not available for pick-up when the rest of the items were collected, such as items that were lost and later found (\$25/hour)
Private Truck cost	<ul style="list-style-type: none"> ○ \$15 flat for pick up and delivery up to 10 miles ○ \$20 flat for pick up and delivery over 10 miles ○ up to \$100 total per event. ○ This is organized between the supervisor and the event organizer prior to the event.
Additional Charges	<ul style="list-style-type: none"> ○ There will be charges for equipment that is returned in a poor condition and needs cleaning ○ There will be charges for the replacement of any item that is lost. ○ There is an 15% administrative fee placed on the bills to recover cost for accounting, insurance and other cost associated with running the program.

Qualifying non profit rental rates: These charges will be billed with an additional 15% admin fee.

Equipment	# of units available	RENTAL FEE per unit	Replacement Value
6-ft. banquet tables	100	4.50	90.00
Belly bar tables	40	6	57.95
Belly Bar Extensions	35	6.90	\$13.80
Chairs	600	1	\$12.00
"No Parking" signs	230	0.5	\$12.00
Cones	65	2	\$12.00
Trash Cans	60	4.50	\$19.00
Recycle Lids	40	4.50	19.00
Cable (ramp) Protectors	125	15	\$150.00
ADA Kits for Ramps	70	0.5	\$300.00
First Aid Banner	2	0	\$70.00
10X10 Canopies	55	57.50	\$300.00
Bike Racks for Valet	3	30	\$75.00
Water Igloos	3	5.75	\$95.50
Coolers (150 Quart)	10	12.50	\$80.00