

East Kent Centre Equipment List

The items below are available for use by Rally Marshals for their rallies:

<u>LARGE EQUIPMENT</u>	<u>ENTERTAINMENT</u>
<p>2 Air party tents Pump for air tents 2 framed party tents Lights for party tents Empty Calor Gas bottle Safefill bottle Honda Generator 2 petrol canisters Defibrillator (kept by Chairperson)</p> <p><u>DECORATIONS</u></p> <p><u>Table Decorations</u> 10 long stem vases 8 Bottle lights 10 Battery candles Round glass fish bowls with battery operated lights Various voiles – yellow, purple, red, black</p> <p><u>Christmas Decorations</u> Plastic Christmas bowls and dishes Christmas hanging tinsel decorations Various novelty Christmas Silhouette lights 3-foot plastic light up Father Christmas Box of tinsel Box of baubles 12 white metal Christmas tree table decorations Decorated Christmas Tree Christmas postbox</p> <p><u>Lights</u> 6 x 200 coloured lights 2 x 10m rope lights</p>	<p>Bingo basket with balls Bingo cards Tombola Roller Maypole Ladderball frame</p> <p><u>SPORTS EQUIPMENT</u></p> <p>Indoor carpet bowls Wooden Hoopla set Bat & Trap set Football kit Various other items to be sorted in Spring 2022</p>

<u>CATERING EQUIPMENT</u>	<u>RALLY MARSHALL'S KIT</u>
<p>3 Electric Urns 1 Gas Urn Deep Fat Fryer Gas burner with two rings 5 Bain Marie food warmers 3 Thermal Pump Flasks 102 white cups and saucers Side plates Dinner plates Gravy boats Serving spoons Cutlery Electric oven with two hobs 72 Wine glasses 91 Champagne glasses 14 plastic round snack dishes 17 plastic trays Paper sweet bags Bag of Tea towels Roll of white Banqueting roll Silver and black serving platters</p>	<p>Box of Directional Road signs Wooden marker pegs Elsan and water notices 3 x 5mph signs 2 yellow walkie talkies 6 Pop up flashing cones Hand sanitiser refill bottle Red/white warning tape</p>
<u>Odds and Sods</u>	
<p>Blank Marker boards Wicker baskets Flagpoles – red and green A-Frame noticeboard 2 brooms Electric extension leads</p>	

East Kent Centre Equipment List

RALLY EQUIPMENT REQUISITION FORM

Fixture No _____ Venue _____ Marshals Name _____

NOTES

1. Marshals **MUST** complete both copies of this form indicating what equipment is required for their rally.
2. Send or give one copy to the Equipment Officer at least 14 days prior to the rally. Then arrange **HOW** and **WHEN** the equipment will be **COLLECTED**.
3. After the rally, give the second copy of this form to the Equipment Officer. If you have passed any and/or all of the equipment to the next or a future rally marshal, then please enter their name against the items on the equipment list.
4. It is the responsibility of all rally marshals to **COLLECT** and **RETURN** all equipment to the Equipment Officer.
5. In the unlikely event of any costs being incurred for Gaz/Fuel etc, **A VAT RECEIPT MUST** be obtained with the purchase. The Treasurer will then reimburse you on production of the **RECEIPT**.
6. The equipment listed above is stored by the Equipment Officer, who is:

Name: Andy McDonald

Tel: No. 07515 732819

Email: treasurereastkc@gmail.com

Marshals Name _____ Telephone No _____

Signature of person receiving the equipment _____

Collection Date _____ Return Date _____

Please keep a copy for your records and submit to the Equipment Officer at least 2 weeks before the rally.

Equipment Needed for Rally

Equipment Needed for Rally	

