



CAR WASH KIT RESERVATION FORM

Clean Water Program

Please fill out the Reservation form and return it in along with Waiver and Release forms before you check out the kit. It is recommended to return the forms at least 10 days before your event to allow adequate time for a mandatory orientation meeting. Please call 925-943-5839 to schedule your orientation.

Name	Organization
Phone No.	Emergency No.
Address	Event Location
Date of Event	Hours of Event

Terms and Conditions:

1. I will make a check to the "City of Walnut Creek" in the amount of \$100 as a refundable deposit prior to checking out the car wash kit.
2. I will attend an orientation with City staff to go over safety guidelines and inventory checklist.
3. I am responsible for reimbursing the City for items that are damaged or missing during my event according to the inventory checklist (see attached). The City may retain all, or a portion of, my deposit to cover these costs and send an invoice to me for any remaining balance.
4. If the kit is returned in its original condition, I can expect my deposit to be mailed to me, at the above address, on the Friday following my event.
5. All participants at my event have completed and signed the Waiver and Release forms, which are included with this form at check-out.

Signature

Date

For use by City personnel		
Kit Check-out Date	Kit Check-in Due Date	Date Checked In