



City of Norfolk

# Special Events Rental Equipment



## Special Events Rental Equipment Warehouse

2800 Tarrant Avenue • Norfolk, VA 23509 • 757.441.1141 main • 757.441.1216 fax

Fax completed forms to 757.441.1216 or email to [specialevents@norfolk.gov](mailto:specialevents@norfolk.gov)

Event Name: \_\_\_\_\_  
 Event Location: \_\_\_\_\_  
 Expected Attendance: \_\_\_\_\_

For Official Use:	
<input type="checkbox"/>	City Use
<input type="checkbox"/>	Rental
<input type="checkbox"/>	Rental w/City Permit
Received:	_____

Event Start Date	Event Start Time	Event End Time	Event End Date
Delivery Date	Delivery Time	Pickup Date	Pickup Time

Organization:				Date of Submission:	
Contact:					
Street Address:		City:		State:	
Phone:		Cell:		Zip Code:	
Email:		Fax:			

Deliveries & pickups are scheduled from 8am to 3pm Monday through Friday only. Setup does not include the setting up of tables & chairs. These units are delivered & stacked at one location within the event site. For pickup, all equipment must be stacked in the same location it was delivered. A site visit may be requested to confirm setup. All items must be returned clean and in the condition received.

All rentals are confirmed in the order they are received & must be submitted a minimum of 30 days prior to the event to be considered. City of Norfolk events take priority. Payment must be received no later than 1 week prior to the event. Cash & checks payable to *Special Events* are accepted. Refunds will only be issued for orders cancelled a minimum of 48 hours prior to the event. Application fee is non-refundable.

ITEM	PRICE	QTY	COST
Inside Chair	\$ 1.25 each		
Outside Chair	\$ 1.00 each		
6' Table	\$ 7.00 each		
15' x 15' Tent	\$ 185.00		
20' x 20' Tent	\$ 300.00		
20' x 40' Tent	\$ 450.00		
Water barrels (Set of 4)	\$ 25.00		
Full PA System with Microphone & Stands (2)	\$ 275.00		
Liberty	\$ 100.00		
Dual Liberty	\$ 150.00		
Magnavox	\$ 75.00		
Showmobile Stage with generator	\$ 600.00		
Showmobile Stage without generator	\$ 400.00		
Staging – 24" rise (16' x 16' area)	\$ 200.00 / set		
Staging – 12" rise (16' x 12' area)	\$ 150.00 / set		

EQUIPMENT TOTAL  

**ADDITIONAL CHARGES: A \$50 change of date fee will be charged to reschedule a rental. Deliveries / pickups scheduled on a holiday will be charged a \$250 delivery fee. Non-Residents will be charged an additional \$25 delivery fee. Prices subject to change without notice.**

Application Fee \$ 25.00  
 Delivery & Pickup Fee (Residents) \$ 75.00  
 Additional Charges

TOTAL DUE  

My signature on this document acknowledges that our organization accepts full responsibility for the proper care, maintenance and accountability of the items listed. I further understand that our organization will be required to pay for any items lost, stolen or damaged. I am an authorized representative of my organization and can financially obligate the organization for any loss.

Applicant Signature: _____	Date: _____
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Federal and State laws prohibit discrimination. The applicant by signing this application, affirmatively represents that they and/or the organization they represent does not practice discrimination. The City of Norfolk will take all steps necessary, including termination of any executed agreement, in the event that the applicant has discriminated or engaged in discriminatory practices.

**FOR OFFICIAL USE (COMPLETE UPON DELIVERY):** My signature on this document acknowledges delivery & receipt of all items designated on this rental application. I acknowledge the condition of all items and accept responsibility for the return of all items in the condition received.

Delivery Signature: _____	Date: _____
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