



SHOWMOBILE RENTAL GUIDELINES

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About

The Showmobile is a mobile stage. Its walls open to form a canopy and stage backdrop, complete with an acoustic shell. An optional 30-amp generator may provide power for 4-6 hours. Refer to page 2 for product specifications. Approval from Recreation, Parks and Open Spaces is required to set up the showmobile on City turf.



Application

Showmobile applications are accepted starting January 1st of each year. Events renting the showmobile must be open to the public. Reservations will be confirmed in the order received and based on availability of staff and/or equipment. City of Norfolk produced events take priority for scheduling. You may email applications to eventrentals@norfolk.gov.

1. A complete application includes the signed Showmobile Rental Application and \$35 application fee.
2. Submit the complete application a **minimum of 30 calendar days** prior to the event date.
3. A representative from SevenVenues will contact you to confirm availability of staff and equipment. A site visit may be required prior to confirmation. Allow up to 48 to 72 hours response time for email/voicemails.

Payment

Full payment is due one (1) week (5 business days) prior to the event. Credit card, cash and checks payable to *City of Norfolk* are accepted. Application fee is due at the time of application submittal and is non-refundable. Rental fees are not waived.

Delivery, Setup & Pickup

Deliveries and pickups are scheduled during regular business hours (8am to 3pm Monday-Friday). After-hour weekday or Saturday delivery/pickup requests will be reviewed on a case-by-case basis and will incur additional fees.

- Equipment prices are daily rates for rental per event day. SevenVenues will determine delivery and pickup schedule.
- If Showmobile is available and a City vehicle is not available for towing, an outside tow company may be required, and additional costs will be billed to the renter. Estimated tow fee for round trip service is \$600.00.
- Applicant or authorized representative must be on-site to sign receipt of the Showmobile upon delivery.
- All items must be returned clean and, in the condition, received.

Additional Charges

- After-Hours / Weekend Fee: A \$150 fee for each delivery and/or pickup scheduled after 3pm on weekdays. A \$250 fee for each delivery and/or pickup on Saturday or on a Sunday.
- Holidays: An additional \$350 fee for delivery/pickup scheduled on a City observed holiday.
- Change of Date Fee: A \$50 fee to reschedule a rental after date has been confirmed. This includes rain dates.
- Overnight Security: May be required at the applicant's expense depending on the location and nature of the event.
- Insurance: Coverage may be required for equipment remaining on-site overnight or for non-local deliveries.
- Cleaning Fee: Additional fees for cleaning/repair may be assessed based on the condition upon return.
- Stolen/Damaged Equipment: Additional fees for repair and/or replacement costs of stolen or damaged event equipment; will be determined following City staff assessment of the damage and/or value of replacement equipment.



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Cancellation

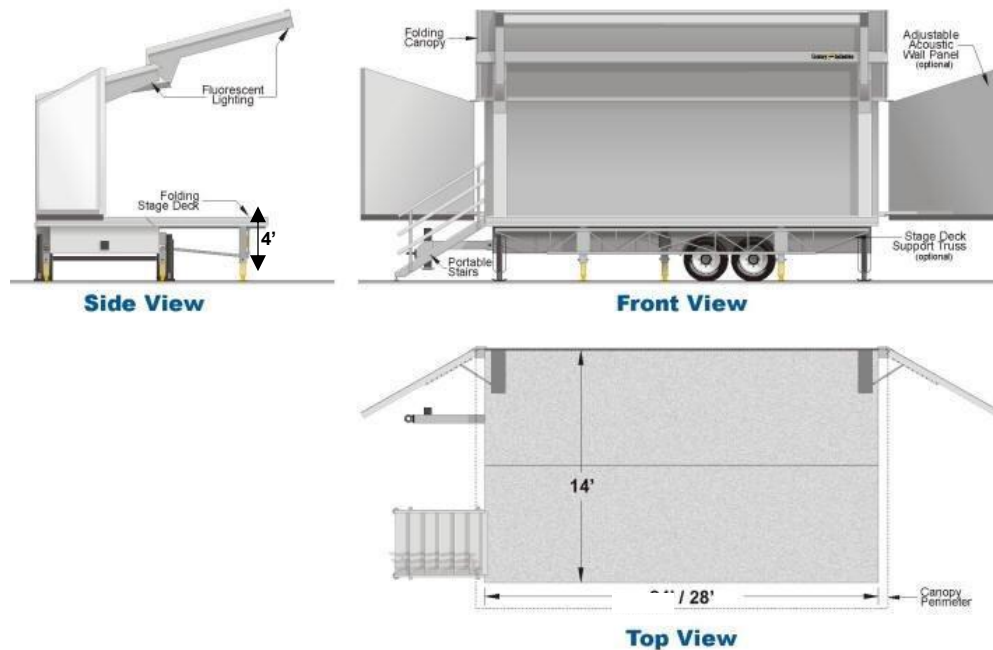
Reservations cancelled a minimum of 24 hours prior to the scheduled delivery or by the start of the preceding business day, whichever is earlier, will be eligible for a refund (application fee non-refundable). Exceptions will not be made for cancellations due to inclement weather or special circumstances if cancellation requirement is not met.

Rain Date: SevenVenues will not reserve a rain date until the initial event date has been cancelled. If the cancellation requirement is met and the event is eligible for a refund, SevenVenues will schedule a rain date (based on availability). Payment will be credited to a new event date.

Product Specifications

These product specifications are taken from Showmobile technical sheets and provided here to help with your planning.

- The Showmobile stage comes equipped with two (2) stairs, while decorative skirts, and stage extensions are the responsibility of the lessee.
- SevenVenues staff powers the internal hydraulic system, which deploys the stage and canopy
- 30amp generator is optional. The outlets on either side of the stage are divided into two 20amp circuits



PERFORMANCE DIMENSIONS

Main stage	28' x 6' 6" (8.5 m x 2 m)
Hydraulic stage	28' x 8' (8.5 m x 2.4 m)
Overall stage depth	14' 6" (4.4 m)
Stage height from ground	3' 6" (1.07 m)
Canopy height at highest setting from stage surface	17' 4" (5.3 m)
Canopy height at highest setting from ground surface	20' 10" (6.4 m)
Upstage canopy height from stage surface	9' 3" (2.8 m)
Overall overhead canopy depth	13' 2" (4 m)

SHOWMOBILE RENTAL APPLICATION

Event Name:

Site Location:

Attendance:

Submission Date:

Are you applying for a SevenVenues Permit?

Yes:

No:



Delivery Date	Delivery Time	Event Date	Event Start Time
Event End Date	Event End Time	Pick-Up Date	Pick-Up Time

Organization:

Contact:

Phone:

Email:

Street Address:

City:

State:

Zip:

ITEM <i>SevenVenues will confirm availability</i>	PRICE	DAYS	COST
Showmobile: (day 1)			
30amp Generator (per day)			
Showmobile for additional event days			

My signature on this document acknowledges that I have read and agree to abide by the Showmobile Rental Guidelines.
 I acknowledge that our organization accepts full responsibility for the proper care, operation and accountability of the items listed. I further understand that our organization will be required to pay for any items stolen or damaged. I am an authorized representative of my organization and can financially obligate the organization for any loss.

Application Fee
 Equipment Total

Initial Estimate

Applicant Signature: _____ Date: _____

For Official Use:

Rental Only: Rental w/ Permit: City Use: App Fee Paid:

FEES	RATE	Qty	COST
After Hours Delivery or Pick Up			
Weekend Delivery or Pick Up			
Holiday Delivery or Pick Up			
Tow Fee			
Overnight Security			
Cleaning Fee			

My signature on this document acknowledges delivery and receipt of all items confirmed on this rental application. I acknowledge the condition of all items and accept responsibility for the return in the same condition received.

Fees Total
 Estimate Balance
 Credit for City Use

Total Due

Delivery Signature: _____ Date: _____

Pickup Signature: _____ Date: _____