



City of Norfolk Special Events Event Rental Equipment Application



Special Events Rental Equipment Warehouse

2800 Tarrant Street • Norfolk, VA 23509 • (757) 441-1141 warehouse • (757) 441-1216 fax • (757) 664-6880 main office

www.norfolk.gov/specialevents

EQUIPMENT RENTAL GUIDELINES

Application & Payment

Rental equipment applications are accepted starting January 1st of each year. Reservations will be confirmed in the order received and based on availability of staff/equipment. City of Norfolk events take priority for scheduling. Events renting equipment must be open to the public.

1. Complete and sign the equipment rental application.
2. Submit the complete application and application fee to Special Events a **MINIMUM OF 30 CALENDAR DAYS** prior to the event date.
3. A representative from Special Events will contact you to confirm receipt of the application and availability of staff and/or equipment. A site visit may be required prior to confirming equipment reservation. Please allow up to 48 hours response time for email/voicemails during event season when staff is out in the field.

Payment: Payment in full must be received no later than 1 week (5 business days) prior to the event. Cash and checks payable to *City of Norfolk Special Events* are accepted. Credit card payments are also accepted. Please contact Special Events for the credit card payment form.

- Application fee is due at the time of application submittal to reserve equipment and is non-refundable.
- Special Events will provide support at City of Norfolk events at no charge (pending availability of staff and equipment).
- Rental fees will not be waived for equipment for any other organizations.

Delivery, Setup & Pickup

Deliveries and pickups are scheduled from 8am to 3pm Monday-Friday. Events that require after-hour weekday or weekend delivery/pickup will be reviewed on a case by case basis and incur an additional delivery and pickup fee. Deliveries/pickups are not scheduled for Sundays.

- Equipment may be approved for a rental period of up to 3 days at the base rental fee (dependent on staff and equipment availability). Additional rental days will incur additional charges.
- Delivery does not include the setup of tables and chairs. These units are delivered and stacked at one location within the event site.
- All equipment must be stacked in the same location it was delivered following the event for pickup.
- All items must be returned clean and in the condition received. Applicant is responsible for lost, stolen or damaged equipment.
- Applicant or authorized representative must be on-site to sign receipt of all equipment upon delivery.

Equipment may be checked-out from Special Events based on the availability of staff/equipment and type of equipment required.

If approved, the applicant is responsible for coordinating a time with Special Events to pickup from and return equipment to the Special Events Warehouse during regular business hours (8am to 3pm Monday-Friday).

Additional Charges

- **After-Hours/Weekend Fee:** A \$50 fee will be charged for each delivery and/or pickup scheduled after 3p on weekdays or on a weekend. Deliveries/pickups are not scheduled after 6p on weekends.
- **Change of Date Fee:** A \$50 fee will be charged to reschedule a rental.
- **Holidays:** An additional \$250 fee will be charged for delivery/pickup scheduled on a City observed holiday.
- **Non-Local Deliveries:** An additional \$100 delivery/pickup fee will be charged for deliveries outside of Norfolk. Non-local deliveries will be approved on a case-by case basis.
- **Security:** Overnight security may be required at the expense of the applicant depending on the location and nature of the event.
- **Insurance:** Coverage may be required for multi-day events, equipment remaining on-site overnight or for non-local deliveries.
- **Cleaning Fee:** Additional fees for cleaning and repair may be assessed based on the condition of equipment on return.
- **Lost/Damaged Equipment:** The applicant is responsible to pay for equipment that is lost, stolen or damaged. Repair and/or replacement costs for event equipment will be determined following City staff assessment of the damage and/or value of replacement equipment.
- **Audio Equipment:** Audio equipment and audio technicians may be requested for events produced by or in partnership with the City. Equipment requests for non-City produced events will be reviewed and approved based on staff/equipment availability. The City will not provide DJ services for community events or private rentals.
 - Audio Equipment Rates: Full PA System \$275; Audio Tech \$25/hour; Dual Liberty \$150; Liberty \$100; Megavox \$75

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 this cancellation requirement is not met.

Rain Date: Special Events will not reserve a rain date for event equipment until the initial event date has been cancelled. If the cancellation requirement is met and the event is eligible for a refund, Special Events will schedule a rain date (based on availability). Payment will be credited towards the new event date. A \$50 change of date fee will apply.