



City of Norfolk Special Events Event Rental Equipment Application



www.norfolk.gov/specialevents

Special Events Rental Equipment Warehouse

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

Event Name: _____
Event Location: _____
Expected Attendance: _____
Equipment Setup: **Inside** **Outside**

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:	
		Zip Code:	
Phone:		Cell:	
Email:		Fax:	

ITEM <i>All rental prices are subject to change without notice.</i>	PRICE	QTY	COST
Folding Chair Outside Chair Inside Chair	\$ 1.00		
6' Table	\$ 7.00		
15' x 15' Tent	\$ 185.00		
10' x 20' Tent	\$ 225.00		
20' x 20' Tent	\$ 300.00		
20' x 40' Tent	\$ 450.00		
Tent barrels (If tents cannot be staked)	\$ 25.00 / set of (4)		
Showmobile Stage with generator	\$ 600.00		
Showmobile Stage without generator	\$ 400.00		
Staging – 12" rise (up to 16' x 12' area) <i>QTY is # of 4' x 8' risers requested</i>	\$ 25.00 / 4' x 8' riser		
Staging – 24" rise (up to 16' x 16' area) <i>QTY is # of 4' x 8' risers requested</i>	\$ 25.00 / 4' x 8' riser		

CITY STAFF/EVENTS ONLY (Additional Equipment):

EQUIPMENT TOTAL

- Audio Equipment ** Approval required for non-City staff audio equipment rental*
 - PA System (Power Required On-Site)
 - Battery Powered PA System (Power NOT Required On-Site)
 - Handheld Battery Powered Portable PA System (Power NOT Required)
 - Microphones Quantity: _____
 - Music / iPod / CD Connection
 - Audio Technician # of Hours: _____
- Podium
- Flags (Norfolk/VA/US)
- Stanchions Quantity: _____
- Gold Shovels (Groundbreaking) Quantity: _____
- Other _____
- _____
- _____

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

After Hours/Weekend Fee
Change of Date Fee
Holiday Delivery/Pickup Fee
Non-Local Delivery/Pickup Fee
Audio Equipment Rental Cost*

TOTAL
 Approved Discount/Fee Waiver
TOTAL DUE

For Official Use: City Use - Full Fee Waiver

My signature on this document acknowledges that I have read and agree to abide by the Rental Equipment Guidelines. I acknowledge that 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:** _____

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:** _____