



## 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 one (1) year in advance. 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 must email applications to [eventrentals@norfolk.gov](mailto: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 and checks payable to *City of Norfolk* are accepted. Application fee is due at the time of application submittal and is non-refundable. All associated fees are required unless you provide proof of city sponsorship.

### Delivery, Setup & Pickup

Deliveries and pickups are scheduled during regular business hours (8am to 4pm Monday-Friday). After-hour weekday or Saturday delivery/pickup requests will be reviewed on a case-by-case basis.

- Equipment prices are daily rates for rental per event day. SevenVenues will determine delivery and pickup schedule.
- Applicant or authorized representative must be on-site to sign receipt of the Showmobile upon delivery/open and sign when closed.
- All items must be returned clean and, in the condition, received.

### Additional Charges & Insurance

- Change of Date Fee: A \$50 fee to reschedule a rental after date has been confirmed. This includes rain dates.
- 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.
- Insurance: Certificate of Insurance is required with applicant/organization as insured.

*Renter shall furnish, to the City, written evidence of insurance by delivering a policy endorsement or a certificate of insurance to SevenVenues (City of Norfolk), not less than 1 week prior to event, which policy or certificate shall clearly state and show that said liability and property damage insurance is primary over any other existing coverage, and that City of Norfolk, its officers, employees, and all representatives are named additionally insured under said liability and property damage insurance.*



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### Cancellation

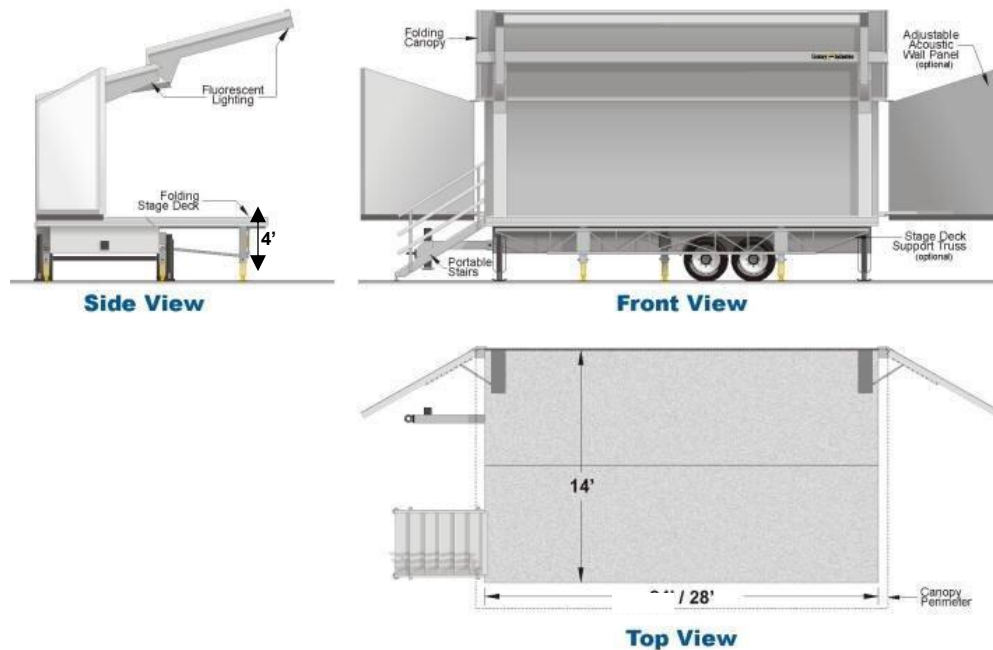
Reservations cancelled a minimum of 24 hours prior to the scheduled delivery or by the start of the preceding business day, whichever is earlier, will be eligible for a refund (application fee non-refundable). Exceptions will not be made for cancellations due to inclement weather or special circumstances 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
- 30 amp generator is optional. The outlets on either side of the stage are divided into two 20 amp circuits



### PERFORMANCE DIMENSIONS

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

## SHOWMOBILE RENTAL APPLICATION

Event Name:

Site Location:

Attendance:

Submission Date:



Are you receiving City Sponsorship? Yes (Documentation Required) No:

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

Organization Type: City 501c3 Civic Organization Corporation Individual Other

Organization:

Contact:

Phone:

Email:

Street Address:

City:

State:

Zip:

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

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 provide certification of insurance and 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 Completion at Opening/Closing:*

My signature on this document acknowledges opening/closing of the Showmobile and agree to ensure that the Showmobile will be prepared for closure within one hour following the conclusion of the event.

I acknowledge the condition of all items and accept responsibility for the return in the same condition received.

Opening Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Closing Signature: \_\_\_\_\_ Date: \_\_\_\_\_