

# SHOWMOBILE / BLEACHER RENTAL APPLICATION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email Address \_\_\_\_\_


Organization \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_


Event Date(s): \_\_\_\_\_ **(PLEASE CALL (757) 382-6411 TO CHECK AVAILABILITY)**

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Day 1    Day 2    Day 3

<p><b>MOBILE SHOWMOBILE</b>  <i>(rentable within Chesapeake City limits only)</i></p> <p><b>Specifications:</b> ● Base Stage Length -32' ● Stage Depth -14' ● Down Stage Canopy Height -12'4"                  ● Up Stage Canopy Height -7'3" ● Canopy Height from Ground -16'7"-17'8"</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<p><b>MOBILE BLEACHERS</b>  <i>(rentable within Chesapeake City limits only)</i></p> <p><b>Specifications:</b> ● Base Length-27' ● Base Width -17'9" ● Base Height- 7'5" (Top Seat)                  ● Seat Rows- 10 ● Seating Capacity- 180 People</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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- Fees are based on a 24 hour period
- Refundable security deposit of \$150 is required**

	<u>Resident Rates (per day)</u>	<u>Non Resident Rates (per day)</u>
<b>Mobile Showmobile</b> (Must stay in Chesapeake)	\$325 Mon - Thurs \$400 Fri - Sun / Holidays	\$650 Mon - Thurs \$750 Fri - Sun / Holidays
<b>Bleachers</b> (Must stay in Chesapeake)	\$125 Mon - Thurs \$175 Fri - Sun / Holidays	\$250 Mon - Thurs \$300 Fri - Sun / Holidays

Requested Set-up Time: \_\_\_\_\_ Requested Take-Down Time: \_\_\_\_\_

Exact location of set-up: \_\_\_\_\_

Directions to site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Contact Person to be at site to meet the Department's set-up staff : \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**General Refund Policy:**

Initials: \_\_\_\_\_

1. All refunds will be processed in accordance with City and department policy and are subject to Director approval.
2. Refunds will automatically be processed back in the form of the original payment—credit/debit card or check. If the original payment was in cash, the refund will be processed as a check.
3. **Refund to Credit/Debit Card:** I understand that a **processing fee may apply** and will be deducted from the refund. The refund will be credited to the card used for the original purchase. Allow two (2) weeks for processing. If for any reason Parks, Recreation and Tourism cannot refund back to the original card, a refund check will be issued to the person listed as the payer on the original receipt.
4. **Refund Check:** I understand that a **processing fee may apply** and will be deducted from the refund. The check will be issued to the person listed as the payer on the original receipt. Allow four (4) to six (6) weeks for processing. The check will be mailed to the address listed for the payer on the original receipt unless Parks, Recreation and Tourism has been notified of an address change prior to the completion of the rental or at the time of a cancellation.

**Deposits, Fees, and Payments:**

Initials: \_\_\_\_\_

1. Full Rental Fee and Security Deposit must be submitted with this Rental Application. City-sponsored rentals or activities may not be subject to certain fees.
2. **Rentals are on a first-come, first-served basis and are reserved only upon completion of the application and payment of the full Rental Fee and Security Deposit, along with submission of the Certificate of Insurance (COI).** No “holds” of dates will be permitted without submission of application, COI and payment in full.
3. All payments must be made in person at the Parks, Recreation and Tourism Administrative Office, 1224 Progressive Drive Chesapeake, VA 23320. If paying by check, please make check payable to “City of Chesapeake, Treasurer”.
4. The Security Deposit Refund will be automatically processed after the date of the rental if the Applicant:
  - a. has complied with all of the requirements set forth in these policies, including all applicable laws; and
  - b. no damage occurs.
  - c. In the event that the Applicant damages any City property and the security deposit is not enough to cover damages, Applicant shall be solely liable to the City for all additional costs, fees, expenses, including attorney’s fees, associated with such damages.
7. Security Deposit Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund Policy.

**Cancellations, Rescheduling and Refunds:**

Initials: \_\_\_\_\_

- Full refunds will be given only if the City of Chesapeake closes operations citywide on the day and time of the rental unless transportation or setup has already occurred, then a 25% non-refundable administration fee will apply.
- **Cancellations:** 25% of the rental fee is non-refundable in the event of a cancellation, regardless of the reason.
- **Rescheduling:** If rescheduling, a 25% processing fee will be charged and will be payable at the time of rescheduling. Rescheduled events are subject to availability and are not guaranteed.
- Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund policy.

- Any misrepresentation in this Application or deviation from the policies described herein may result in immediate cancellation. Application for individual and group-sponsored rentals must be completed by an adult twenty-one (21) years of age or older and provide a valid driver's license or picture ID. No permits shall be issued to minors. Residents must show proof of residency. We hope you enjoy your rental!
- Only inclement weather-related cancellations in conjunction with the City of Chesapeake's closing of operations city-wide will be refunded in full (unless transportation or setup has occurred, then a 25% non-refundable administration fee will apply). All other cancellation refunds will be less the 25% non-refundable administrative fee. (See page 2 for Cancellation and Refund Policies.) Make checks payable to the Chesapeake Treasurer.
- Showmobile/Bleachers cannot be used for profit-making ventures.
- Showmobile/Bleachers are rentable in Chesapeake only and must stay within city limits at all times.
- The renter agrees to leave the Showmobile/Bleachers in fully serviceable condition or to bear all costs to correct damages which occur while the Showmobile/Bleachers is/are in the custody of the leasing agency.
- **Insurance is required under this application.** Applicant shall, at its own cost and expense, pay all required premiums and fees required to furnish the City with an insurance policy or policies for property damage or bodily injury resulting from any one accident or other cause in a sum of not less than \$1,000,000 combined single limit or in the amount specified by the City's Risk Management Division. **Applicant shall name the City of Chesapeake, VA, 306 Cedar Road, Chesapeake, VA 23322, as the additional insured and shall provide proof of such certification with the submission of this application and payment of rental and deposit fees in full.** Applicant shall not take any action that would cause the insurance policy to lapse or become terminated. In the event that the insurance policy should lapse or become terminated, applicant shall immediately notify the City. The City may, at its option, revoke the application and thereby require applicant to remove all of its content from the City property or the City may require applicant to provide evidence of a new insurance policy immediately and prior to the commencement of any special event under this application.
- **Total rental fee (including deposit) and Certificate of Insurance are required with the application. Rentals are on a first-come, first-served basis and are reserved only upon receipt and processing of the completed application, payment of the full Rental Fee and Security Deposit, and receipt of the Certificate of Insurance.** No "holds" of dates will be permitted without submission of these items.
- All applications must be submitted to the City Parks, Recreation and Tourism staff for review and internal approval at least ten (10) working days in advance of the reservation date. Applicant will be contacted if there are any issues or questions.
- The Applicant agrees to hold the City of Chesapeake, its employees, and agents harmless from liability for accident, injury, or claims associated with the lease of the Showmobile/Bleachers while it is in custody of the applicant.
- If overnight use, applicant must provide security.
- Violation of any portions of this policy or application may result in cancellation/termination of this application and forfeiture of any or all payments and fees.

I have read this entire application and agree to all terms and conditions.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

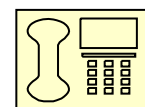
Bleacher Fee:	_____
Showmobile Fee:	_____
Security Fee:	_____
TOTAL FEES:	_____



Parks, Recreation and Tourism  
 1224 Progressive Drive  
 Chesapeake, VA 23320



Fax: (757) 277-9365



For more information call:  
 (757) 382-6411