



EQUIPMENT RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No Non-Profit Organization? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section IV – Fee Schedule

The following is a listing of available equipment and the fee associated with each. Please check the box in the front of the desired equipment and enter in the requested quantity where applicable.

	<u>City Resident And City Non-Profit</u>	<u>Non-City Resident, Non-City Non-Profit, and For Profit</u>	
<input type="checkbox"/> Mobile Stage: (1 total unit available)	\$1,200 per unit	\$2,400 per unit	Quantity: _____ Total Amount: \$ _____
<input type="checkbox"/> Sectional Stage: (24 total panels, four-panel minimum)	\$100 per panel	\$200 per panel	Quantity: _____ Total Amount: \$ _____
<input type="checkbox"/> Picnic Table: (44 total units available, 20-unit minimum)	\$25 per unit	\$50 per unit	Quantity: _____ Total Amount: \$ _____
<input type="checkbox"/> 3' X 8' Mity Lite Table: (10 total units available)	\$20 per unit	\$40 per unit	Quantity: _____ Total Amount: \$ _____
<input type="checkbox"/> Mity Lite Chair: (85 total units available)	\$6.00 per unit	\$12.00 per unit	Quantity: _____ Total Amount: \$ _____
<input type="checkbox"/> 10 X 10 Tent: (5 total units available)	\$200 per unit	\$400 per unit	Quantity: _____ Total Amount: \$ _____
<input type="checkbox"/> 20 X 20 Tent: (1 total unit available)	\$500 per unit	\$1,000 per unit	Quantity: _____ Total Amount: \$ _____
Grand Total: \$			_____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____