



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 Nonprofit 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.

<input type="checkbox"/> Sectional Stage: \$200 per unit, four-panel minimum	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Additional Stage Panels: \$50 per unit, 24 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Picnic Table: \$10 per unit, 44 total units available, 20-unit minimum	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 3' X 8' Mity Lite Table: \$10 per unit, 10 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Mity Lite Chair: \$2.50 per unit, 85 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Trash Box: \$4.50 per unit, 100 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 10 X 10 Tent: \$100 per unit, 5 total units available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 20 X 20 Tent: \$400 per unit, 1 total unit available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> 20 X 40 Tent: \$800 per unit, 1 total unit available	Quantity: _____	Total Amount: \$ _____
<input type="checkbox"/> Bleachers: \$250 per unit, 5 total units available	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: _____

For Office Use Only Authorized Signatures and Work Flow	
Maintenance Supervisor: _____	Date: _____
Parks and Recreation Manager: _____	Date: _____