

CITY EQUIPMENT ORDER FORM

Event Name		Event Location	
Load In Date	Load In Time	Load Out Date	Load Out Time
Contact Name		Contact Email	
Contact Phone		Contact Signature	

- Fees and Order Form are due ten business days prior to the event date to ensure availability and delivery.
- Please include on the event site map where equipment should be delivered.
- Tax Exempt Certificate and/or 501(c)3 Documentation is required if the entity is claiming tax exempt and/or non-profit status.
- Equipment rental is based on availability.
- Additional fees may apply.

EQUIPMENT OPTIONS (check all equipment that is needed)

STAGE

16' x 24' stage with railings and stairs. There is one stage available for rental.

FEE: \$515.00 + tax (\$553.65)

Cost: _____

BLEACHERS

Bleachers are three tiered and 15' in length. There are six bleacher units available for rental.

FEE: \$155.00 + tax per unit (\$166.65)

Units Needed: _____

Cost: _____

BARRICADES

Barricades are 8' long.

Barricades delivered and picked up by City staff

Barricades picked up and brought back by renter

One Day Event Two or More Day Event
 \$5.00 per barricade \$4.00 per barricade per day

One Day Event Two or More Day Event
 \$4.00 per barricade \$3.50 per barricade per day

Set-Up/Breakdown Fee
 \$2.00 per barricade

Delivery/PickUp Fee
 \$125 for 1-49 barricades. Delivery fee is waived for 50 or more barricades.

Units Needed: _____

Cost: _____

STREET SWEEPER

Mandatory for parades and any large event deemed necessary by Public Works and Facilities.

FEE: \$1,500.00

Cost: _____

Total Amount Due: \$ _____

Payment is due prior to the event. Payments can be mailed to Special Events City of Pensacola—P.O. Box 12910 Pensacola, FL 32521 or delivered to the Special Events Office on the 4th Floor of City Hall, 222 West Main Street

If equipment cannot be delivered/picked up during normal business hours, an additional fee for overtime costs will be assessed.
 Notification of a cancelled event received no later than three business days prior to the event will be eligible for a full refund of equipment costs.
 I am aware that there will be a \$100 fee assessed for each lost or damaged piece of City equipment.

Signature: _____

Date: _____