



# Showmobile Rental Application

- Application submission begins at **9:00 AM on Tuesday, January 9<sup>th</sup>, 2024.**
  - a. Early submissions will **NOT** be accepted.
- A separate application is needed for each event not held on consecutive days
- **Stage delivery is no earlier than 8:00 AM and pickup is no later than 11:00 PM on rental dates. If delivery or pickup is needed outside of these times, additional dates will need to be requested.**
- Dates **December** through **April** are contingent on weather conditions.
- In submitting this form, you agree to all requirements and policies listed on **Page 2**
- Submit applications & any required documents for discounts to: [Showmobile@AlleghenyCounty.us](mailto:Showmobile@AlleghenyCounty.us)

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

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

Event Address: \_\_\_\_\_

Event Date(s): 1<sup>st</sup> Choice: \_\_\_\_\_ Alternative Date(s): \_\_\_\_\_

*(Request only dates acceptable for your event. No Rain Dates. The Cancellation/Refund Policy applies to all dates.)*

Organization Contact: \_\_\_\_\_

Organization Contact Email & Phone: \_\_\_\_\_

Name for Legal Agreement (if different): \_\_\_\_\_

Delivery Contact Name & Phone (if different): \_\_\_\_\_

RENTAL FEES		
ORGANIZATION TYPE	DAY 1	DAY 2+
Commercial	\$535.00	\$214.00
*Municipality	\$500.00	\$200.00
*Tax Exempt	\$500.00	\$200.00
*Non-profit (Taxable)	\$267.50	\$107.00
*Non-profit (Tax Exempt)	\$250.00	\$100.00

**\*Proper documentation MUST be submitted each year to receive a discount**

- *Municipalities* - Applicant must be a current employee w/a municipal email address
- *Nonprofits* - IRS Determination Letter
- *Tax-Exempt* - Tax Exemption Letter

*Please contact our office with any questions concerning eligibility for a discount.*

**Office Use Only**

- |   |   |
|---|---|
| <input type="checkbox"/> Approved                         | <input type="checkbox"/> Permit # _____         |
| <input type="checkbox"/> Denied                           | <input type="checkbox"/> Payment _____          |
| <input type="checkbox"/> 1 <sup>st</sup> Email Sent _____ | <input type="checkbox"/> COI _____              |
| <input type="checkbox"/> Documents Sent _____             | <input type="checkbox"/> Agreement Letter _____ |

**Allegheny County reserves the right to decline, cancel or change any request or rental at any time.  
In submitting this form, you are agreeing to all processes, policies & requirements for rental.**

### **Rental Process:**

- ✦ Applications **MUST** be emailed to [showmobile@alleghenycounty.us](mailto:showmobile@alleghenycounty.us), no earlier than 9:00 a.m. on January 9<sup>th</sup>. **Forms sent to any other email or too early will not be reviewed.**
- ✦ **Dates in December through April are contingent on driver availability and can change at any time.**
- ✦ All applications are put into order by submission date and time. Submit a separate form for each rental that is not on consecutive days. All forms can be submitted in the same email.
- ✦ All applicants will receive an approval or denial email once all applications have been processed.
- ✦ All approved applicants will receive an email with all required rental documents and payment information approximately 90 days or more before the event.
- ✦ Payment, Signed Rental Agreement Letter, and Certificate of Insurance must be received at least **60 days before the rental date.**
- ✦ Once application is approved, a Showmobile driver will call the delivery contact number **2-3 days before event date** for delivery instructions.

### **Reservation Policy:**

- ✦ **Allegheny County events take precedence and are given first choice of dates.**
- ✦ This application is a request only. Submittal of this form does not guarantee rental of the Showmobile.
- ✦ Applications are accepted on a first-come, first-served basis starting January 9<sup>th</sup> at 9:00 a.m.
- ✦ **An organization cannot rent the stage on behalf of another organization.**
- ✦ Phone requests will not be accepted. A completed application is required for rental.
- ✦ Organizations must submit proper documentation to receive any eligible discounts.
- ✦ Reservations are not complete until payment and all required documents are received & approved.

### **Cancellation/Refund Policy:**

- ✦ If a rental is canceled by the Parks Dept., a full refund will be issued.
- ✦ Cancel **60 or more days** before the event date: Refund of total minus a \$35.00 processing fee
- ✦ Cancel **59 - 30 days** before the event date: 50% refund
- ✦ Cancel **29 days or less** before the event date: No Refund
- ✦ All rental dates are subject to the cancellation/ refund policy

### **Certificate of Insurance Requirements** (see attached example):

- ✦ **The organization listed as INSURED on the insurance must match the organization listed on the application**
- ✦ Licensee shall maintain the following minimum insurance coverages throughout the Rental Term:  
\$1,000,000 commercial general liability per occurrence/\$2,000,000 general aggregate, \$200,000 damage to rented premises, \$10,000 medical per person, workers' compensation at state minimum requirements, and \$1,000,000 umbrella/excess liability per occurrence
- ✦ **Certificate of insurance MUST name the County of Allegheny as the certificate holder and name the County of Allegheny, its Chief Executive, officers, agents, and employees as additional insured**

### **Cleaning Policy:**

- ✦ All renters must clean the stage after their event and before the stage is picked up.
- ✦ The Parks Dept. reserves the right to charge a cleaning fee if the stage is not returned properly cleaned.

### **Stage Details:**

- ✦ Dimensions: Length: 45' – Width: 8'6" – Height 13'4" (when opened)
- ✦ Not equipped with speakers or lighting
- ✦ Power Source not included, requires access to a 110V power source

**Showmobile Rental Questions Contact: 412-350-2478 OR [showmobile@alleghenycounty.us](mailto:showmobile@alleghenycounty.us)**



## Allegheny County Showmobile

### CERTIFICATE OF INSURANCE REQUIREMENTS

Renters must submit a *Certificate of Insurance (COI)* that meets **ALL** requirements (as listed below) and provides coverage during the entirety of the stage rental period. Renters that do not submit a copy of insurance that meets the following criteria may be denied use of the stage.

#### Insurance Requirements Checklist:

- The organization listed as INSURED on the insurance must match the organization listed on the application.
- The insurance document **MUST** name the County of Allegheny as the certificate holder and name the County of Allegheny, its Chief Executive, officers, agents, and employees as additional insured
- Renter shall maintain the following minimum coverages throughout the Rental Term:**
  - \$1,000,000 commercial general liability per occurrence
    - \$2,000,000 general aggregate
  - \$200,000 damage to rented premises
  - \$10,000 medical per person
  - Workers' compensation at state minimum requirements (if applicable)
  - \$1,000,000 umbrella/excess liability per occurrence

