



2025 Showmobile Rental Application



IMPORTANT: Showmobile applications can be submitted via email on **Tuesday, FEBRUARY 4th, 2025, starting at 9:00 AM**. Early submissions will **NOT** be accepted. Applications are reviewed on a first come, first serve basis. Submission of an application does not guarantee you rental. In submitting this form, you agree to all requirements and policies listed on **Page 2 & 3**.

RENTER INFORMATION

Renter Name _____

Mailing Address _____

Point of Contact _____

Contact Number _____ Contact Email _____

EVENT INFORMATION

- 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.
- Please ensure that you only request dates acceptable for your event. **NO RAIN DATES**. The Cancellation/Refund Policy applies to all dates.

Event Name _____

Event Address _____

Delivery Contact
Info (if different) _____

Name Contact Number

DATE REQUEST

Event Date(s)	
Alternative Date(s)	

Signature: _____

Showmobile Rental Fees & Policies

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 FEES			
Organization Type	Day 1	Day 2+	Required Documents for Discount
Commercial	\$535.00	\$214.00	No documents required
Municipality	\$500.00	\$200.00	Applicant must be a current employee with a municipal email address
Tax Exempt	\$500.00	\$200.00	State exemption certificate
Non-Profit (Taxable)	\$267.50	\$107.00	IRS determination letter – i.e., 501(c)3
Non-Profit (Tax Exempt)	\$250.00	\$100.00	BOTH state exemption certificate and IRS determination letter

Rental Process:

- Applications **MUST** be submitted via emailed to Showmobile@alleghenycounty.us. **Forms sent to any other email or submitted earlier than the indicated date (see page 1) will not be reviewed.**
- **All applications are reviewed based on the order in which they are received.**
- Submit a separate form for each rental that are not on consecutive days. All forms can be submitted in the same email.
- Dates in **December** through **April** are contingent on driver availability and can change at any time.
- All applicants will receive an approval or denial email once all applications have been reviewed and processed.
- Approved applicants will receive an email with all required rental documents and payment information **at least 90 days or more before their approved rental date.**
- Approved applicants **MUST** submit a Certificate of Insurance, signed Legal Agreement, and full payment **at least 60 days before their approved rental date.** **Failure to submit all required items will result in rental cancellation.**

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 on the date listed above (see page 1).
- **An organization cannot rent the stage on behalf of another organization.**
- Phone and mail-in requests will not be accepted. A completed application is required for rental. No holds.
- Organizations must submit proper documentation to receive any eligible discounts.
- Reservations are not complete until full payment and all required documents are received & approved.

Cancellation/Refund Policy:

- If a rental is cancelled by the Parks Department, 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.

Cleaning Policy:

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

FAQ:

- Dimensions (when opened): Length: 45' – Width: 8'6" – Height: 13' 4"
- The stage is NOT equipped with speakers or lighting
- Power source NOT included, requires access to a 110V power source
- The Showmobile driver will contact you several days before your event date to coordinate delivery time and placement.
- Renter is responsible for additional equipment needed if they wish to hang banners from the stage.

CERTIFICATE OF INSURANCE REQUIREMENTS

1. The organization listed as INSURED on the insurance form must match the organization listed on the application.
2. **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**
3. Licensee shall maintain the following minimum insurance coverages throughout the Rental Term:
 - \$1,000,000 commercial general liability/ \$2,000,000 general aggregate
 - \$10,000 medical per person
 - Workers' compensation at state minimum requirements
 - \$1,000,000 umbrella/excess liability per occurrence

Showmobile Rental Questions Contact: 412-350-2478 OR
Showmobile@alleghenycounty.us