



# 2026 Showmobile Rental Application



**IMPORTANT:** Showmobile applications can be submitted via email on **Tuesday, FEBRUARY 3<sup>rd</sup>, 2026, 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](mailto: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. Submission 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 allowed.
- 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 reserves 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 coverage(s) 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](mailto:Showmobile@alleghenycounty.us)**