

CITY EQUIPMENT ORDER FORM

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

- * **Fees and Order Form are due two (2) prior to event to ensure delivery.**
- * **Please include site map where equipment will be delivered.**
- * **Tax Exempt Certificate and/or 501(c)3 Documentation if the entity is claiming tax exempt and/or non-profit status.**

EQUIPMENT OPTIONS (check what is needed)

STAGE **Units Needed:** _____ **Cost:** _____
 16'x24' stage with railings and stairs. Rental is based on availability.
FEE: \$515.00 + tax (\$553.65)

BLEACHERS **Units Needed:** _____ **Cost:** _____
 The bleachers are 3 tier bleachers and are 15' in length. There are up to 6 bleacher units available to rent - based on availability due to other City-sponsored sporting events.
FEE: \$155.00 + tax per unit (\$166.65)

BARRICADES **Units Needed:** _____ **Cost:** _____
 The barricades are 8' long.
FEES: As of January 1, 2017 barricade rentals increase \$.50

<p><u>One Day Event</u> \$5.00 per barricade. \$4.00 per barricade. <i>if barricades are picked up and brought back by user.</i></p> <p><u>Set-Up/Breakdown Fee</u> \$2.00 per barricade</p>	<p><u>Two or More Day Event</u> \$4.25 per barricade per day. \$3.50 per barricade. <i>if barricades are picked up and brought back by user.</i></p>
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Delivery/Pick-Up Fee
 \$125 for 1-49 barricades. Delivery fee is waived for 50 or more barricades.

STREET SWEEPER
 The City will operate two (2) street sweepers and one (1) dump truck to remove debris from the road immediately following the event. Mandatory for parades and any large event deemed necessary by Public Works and Facilities. Arrival Time: _____. Must be coordinated with Pensacola Police Department, call 850-436-5410.

FEE: \$1,500.00

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 32591 or delivered to the

Special Events office on the 4th Floor of City Hall, 222 W Main St.