



## City of Grand Rapids Equipment Rental Application

The Equipment Rental application along with a non-refundable, non-transferable \$100 application fee is due no later than 90 days prior to the requested equipment rental date. Applications submitted less than 90 days before the equipment requested date would be subject to late submission fees. Submitting an application in no way constitutes City of Grand Rapids approval of the equipment rental. Outdated versions of the Event Rental Application and applications using "TBD" will not be accepted. Please visit [grcity.us/specialevents](http://grcity.us/specialevents) to review the Planning and Resource Guide before completing and submitting this application.

### Equipment Rental Information and Insurance Requirements

- All OSE equipment rentals are intended to stay within the city of Grand Rapids
- All City of Grand Rapids Equipment is rented under a **"You Break it You Replace it"** with the exact or better item agreement.
- Equipment rental for the Showmobile, bleachers and P.A. System requires a **certificate of insurance listing the City of Grand Rapids as a "Loss Payee."** **The certificate must be submitted 2 weeks prior to the equipment rental date.**
- The Showmobile, stages and bleachers include setup and take down. All other **equipment rentals are delivery only.**
- All application fees, equipment rental fees and requested services **must be paid prior** to the equipment rental.

### Site Map and Equipment Placement (separate attachments required)

A detailed site map for your event using either Google Earth, the Special Events resource pages located under 'Resources' at [grcity.us/specialevents](http://grcity.us/specialevents) or a clearly printed map with major roads, cross streets and landmarks clearly identified must be attached to this application.

#### Your site map or route diagram must include the following details:

- Name of your event
- Name of site/location
- Name of all roads and cross streets
- North/West/South/East designations
- OSE equipment placement

### General Event Information



Name of Event \_\_\_\_\_

Event Organization/Sponsor \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_  
Street City State/ Zip Code

Event Coordinator \_\_\_\_\_ E-mail \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Rental Day(s) \_\_\_\_\_ Rental Date(s) \_\_\_\_\_

**Requested Delivery Day & Date:** \_\_\_\_\_ **Time** \_\_\_\_\_

**Requested Retrieval Day & Date:** \_\_\_\_\_ **Time** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Event Website/Facebook Page: \_\_\_\_\_

**General Event Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Day Contact** (on-site during the time your event is in progress)

Day of Contact \_\_\_\_\_ Title \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

**Replacement Responsibility and Liability Insurance**

I am renting this equipment with the understanding that if the equipment is damaged or destroyed while under my care, I or the organization I represent will replace the equipment with the same or better quality item as agreed upon with the City of Grand Rapids.  Yes  No

I have attached a Certificate of Insurance listing the City of Grand Rapids as the Loss Payee  Yes  No

Certificate of Insurance Policy Number \_\_\_\_\_

**For questions regarding insurance coverage, please contact Risk Management at 616.456.3467**

## Equipment Rental

Equipment rental is based on availability by application submission date. **We do not guarantee recurring events will receive the same equipment from year to year.** Please provide an accurate request for equipment rental as you will be charged for any equipment that is requested and delivered whether you use it or not. All OSE equipment rentals are intended to stay within the City of Grand Rapids. Added fees may be charged for additional equipment ordered less than 14 days prior to the event or equipment taken outside of the City of Grand Rapids.

The OSE and the event planner will determine the equipment delivery date. **Equipment rentals include delivery and pickup only and a representative from your event is required to be present at delivery.** Equipment should be neatly stacked for pickup following your event. **OSE staff does not setup or teardown except for the Showmobile, stages and bleachers.** Placement is determined based on your site map and once set; additional labor fees may be charge if you require adjustment to the placement of the Showmobile, stage, or bleachers. The Showmobile and stage does not come with a P.A. sound system or electricity, however, those items can be rented separately. Requests for the Showmobile lights must be made prior to your event date. **Overtime fees for the OSE Aide will be charged with the Showmobile rental.** Only gaffers or painters tape is allowed on the stage or equipment and no paint of any kind is to be used on any OSE equipment. The OSE will make inspections of the equipment. Failure to abide by the rules and regulations may result in damage fines being assessed or revocation of your permit. These fines are based on the amount of damage and the time to repair or clean the equipment.

Please fill in the “Quantity” column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
Showmobile Stage	1	28' x 14' 6"	\$600 plus OSE Labor		
Stage extensions rented with stage	28	4' x 8'	\$25 each		
Bleachers 180 seats	6	34'9" x 17'9" x 13'	\$500 each		
Bleachers 50 seats	1	15' x 9'	\$250		
Bleachers 30 seats	1	15' x 5'	\$250		
P.A. System (2 speaker; battery)	1	-	\$200		
P.A. System (1 speaker; battery)	1	-	\$200		
P.A. System (electric)	1	-	\$200		
Power Boxes	17	-	\$80 each		
Electric Cord Covers	26	20" x 36"	\$10 each		
Metal Crowd Control Fencing	108 21	111-4'x8' sections 20-4'x6' sections	\$10/each or \$700 for trailer		
Drum Risers	10	3' x 6' x 1'	\$15 each		
Stage Risers w/ stairs	2	4' x 8' x 3'	\$40 each		*only 1 set of stairs available
Blue Grand Rapids City Logo Tents	12	15' x 15'	\$150 each		
Blue Tent Sidewalls (per kit)	7	7' x 15'	\$50		
Tables (10 minimum)	49	2' x 6'	\$7 each		
Narrow Tables (10 minimum)	25	6' x 18"	\$7 each		
Round Tables (6 minimum)	12	60"	\$10 each		
Stacking Chairs (25 minimum)	168	-	\$1 per chair		
Black Folding Chairs (25 minimum)	191	-	\$1 per chair		
White Folding Chairs (25 minimum)	99	-	\$1.30 per chair		

**All fees are subject to change without notice. For questions about equipment rentals, please call 616.780.8831**

## Equipment Rental Signature Sheet

**By signing this form you are stating that the application is complete and the site map is attached.** All incomplete applications will not be accepted but will be returned and your equipment rental released. Please note: Submittal of this application does not guarantee approval of your equipment rental. After review of your application, your organization may be asked to make some adjustments to your plans based on the availability of equipment and the scheduling of other events. **You will receive an invoice via email at which time all application, rental, license and permit fees must be paid to the City of Grand Rapids Treasurer prior to your equipment rental date.**

Your signature of this form also affirms that you understand that all equipment is rented under a **“You Break it You Replace it”** with the exact or better item agreement. Equipment rental for the Showmobile, bleachers and P.A. System also requires a **certificate of insurance listing the City of Grand Rapids as a “Loss Payee.”**

Name of Event \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Day(s) & Date(s) of Equipment Rental \_\_\_\_\_

Location(s) of your event \_\_\_\_\_

Certificate of Insurance Policy Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**By signing and dating above, I am stating that I have read through and completed all sections of the application that pertain to my event, included all required attachments including the non-refundable \$100 application fee, understand the replacement and insurance requirements and that all my statements are true. I further understand that approval of this application is not final until I have met with and received written confirmation from the Office of Special Events.**