



Print Form

Reset Form

Showmobile/Sound System Request Form

Organization Requesting Units:

Event:

Date/Time: Should be set up by: AM PM

Program starts at: AM PM Program ends at: AM PM

- Items requested:
- Showmobile- Monday-Friday Fee \$350/day
 - Showmobile- Saturday-Sunday Fee \$650/day
 - Sound System - Fee \$50/day
 - 1 Microphone 2Microphones 3 Microphones

Description of where unit is to be set up:

Organization requesting use of showmobile must present valid certificate of insurance to the City of Auburn naming the City of Auburn as additional insured with liability limits of at least \$1,000,000 and property limits of at least \$500,000 prior to the date of the event.

Please insure that a 110 volt receptacle is within 300 feet of set up point if electrical equipment is requested (example: lights, etc.)

Setup available as 32' x 16' or 32' x 24'

Please sign this form and return to the Department of Public Works/Recreation. If your request is approved, a copy will be returned to you as proof of yours reservation and shows that you are the person in charge of the facility at the date(s) and hours listed. You are exclusively permitted use of the above equipment at the date(s) and hours listed.

At least seven days advance notice is necessary to reserve these units.

PERSON IN CHARGE FROM REQUESTING ORGANIZATION:

Name

Address

City State Zip Code

Telephone:

Signature _____

Date of Request _____

DO NOT WRITE BELOW THIS LINE

Approved by:

Date Approved:

Amount due:

Amount paid:

Date paid:

Receipt No.: