



Special Event Equipment Rental Request

Leisure Services--Administration Division

A variety of equipment is available for support of Special Events occurring on ACC-owned property. Applications are accepted up to one year prior to an event. Full payment is required at least two weeks prior to the event setup. Any setup on ACC roads requires a Road Closure permit which must be obtained separately and submitted with payment.

<hr/> Event		<hr/> Date of Request
<hr/> Event Location		<hr/> Event Date(s)
<hr/> Event Address (if not ACC LS Property)		<hr/> Estimated # of Participants
<hr/> Setup Date & Start Time (Min. 2 hrs.)	<hr/> Strike Date/Start Time (Min. 90min.)	<hr/> Road Closure Permit Times

CONTACT & BILLING INFORMATION

<hr/> Sponsoring Organization		<input type="checkbox"/> Special Event	<input type="checkbox"/> Intergov't.
<hr/> Address		<input type="checkbox"/> Tournament	<input type="checkbox"/> Internal
<hr/> City		<hr/> State	<hr/> Zip
<hr/> Contact Name (Last, First Middle)	<hr/> Contact Email Address	<hr/> Contact Cell Phone	
<hr/> Alternate Contact Name (Last, First Middle)	<hr/> Alt Contact Email Address	<hr/> Alt Contact Cell Phone	

EQUIPMENT

Our inventory includes the following equipment. All equipment is subject to availability. Rates listed are per day per item unless otherwise noted. All items included on a single request are rented for the full length of the event. The largest two delivery fees plus all barricade delivery fees are charged as one-time fees.

Description	# Available	# Requested	Rate	# Days	Delivery	Totals
Mobile Stage (24x24)	1		\$150		\$650	<hr/>
20'x20' Tents	4		\$110		\$140 per tent	<hr/>
10'x10' Tents	6		\$60		\$70 flat	<hr/>
Barricades	200		\$50 per 25		\$35 per 50	<hr/>
Tables	40		\$25 per 5		\$35 flat	<hr/>
Chairs	100		\$25 per 10		\$35 flat	<hr/>

Rental #:	<input type="text"/>	Work Order:	<input type="text"/>	Grand Total	<hr/>
-----------	----------------------	-------------	----------------------	-------------	-------