



City of Auburn, New York
Department of Public Works
24 South Street, Auburn, New York 13021 (315) 255-4737

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 ☐ 2 Microphones ☐ 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 with the required Insurance coverages and a signed hold harmless agreement. See the separate Hold Harmless and insurance requirements form

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.: