



SHOWMOBILE RESERVATION FORM

Date Needed: _____ Type of Use: _____

Exact Site/Address for Set-up (Please be specific): _____

Set Up Time: from _____ to _____; Take Down Time: from _____ to _____

Actual Show/Event Time: from _____ to _____

EQUIPMENT NEEDED: (Check one. See rates on back)

Basic Staging Unit with Standard Stage (24 feet x 13.5 feet total stage dimension)

Basic Staging Unit with additional staging (40 feet x 20 feet total stage dimension)

STAIRS: Please indicate the number of stairs you will need:

Number of Stairs (maximum two sets available): _____

Name of Organization Renting: _____

1. Primary Contact Person: _____

Mailing Address: _____ Phone: _____

2. Second Contact Person:

Mailing Address: _____ Phone: _____

Upon receipt of this request, the City of Northfield will determine if the Showmobile can be provided on the date(s) requested. If so, a rental agreement form will be prepared and mailed within seven (7) days of receiving the request. If not, your organization will be notified at once. If you need additional information about the Showmobile, please call (507) 645-3020

Return this request form to: City of Northfield or fax to: 507-645-3055
Attn: Barb
801 Washington Street
Northfield, MN 55057