

# Rental Rates and Fee Calculator

## 2010 Rental Rates

### **Basic Unit**

**Northfield Based Non-Profit Business or Agency:** \$200 - 5 hour rental time / \$50 per hour charge over 5 hours.

**Northfield Based Business or Agency:** \$300 set up/take down fee plus \$50 per hour for total rental time.

**All Others:** \$600 set up/take down fee plus \$50 per hour for total rental time.

**Additional Staging:** Basic Unit with additional staging (40 feet x 20 feet total stage dimension and includes sound system).

**Northfield Based Non-Profit Business or Agency:** \$350 - 5 hour rental time/ \$100 per hour charge over 5 hours.

**Northfield Based Business or Agency:** \$500 set up/take down fee plus \$100 per hour for total rental time.

**All Others:** \$1200 set up/take down fee plus \$100 per hour for total rental time.

### **Fee Calculator**

*Use following equation to determine total rental time:*

Travel time from Northfield Maintenance Facility to site \_\_\_\_\_ + 1 hour set up time + event time \_\_\_\_\_ + 1 hour take-down time + travel time to/from site to Northfield Maintenance Facility \_\_\_\_\_ = total rental time \_\_\_\_\_.

# 2009 SHOWMOBILE RENTAL INFORMATION AND RATES

## Fees:

- Charges begin to accrue from the time the Showmobile leaves the Northfield Maintenance Building and continues until it is returned to the City Maintenance Building.
- Fee charged includes mileage, supervision by Northfield City Staff and use of Showmobile. As part of the rental agreement, the City of Northfield will have at least one employee on duty to maintain and supervise the Showmobile at all times.
- All fees must be paid in full with the signed rental agreement when it is returned.
- If the City is unable to honor the rental agreement, all fees shall be refunded.
- In the event that the Lessee signs a rental agreement and then cancels the use of the Showmobile: on more than two (2) weeks notice all fees minus a \$25.00 processing fee will be refunded; on less than two (2) weeks notice the City shall retain \$150.00.

## Scheduling:

- The use and rental of the showmobile is limited to locations within the City of Northfield.
- The showmobile event dates may be scheduled on weekends, holidays, and generally after 4:00 p.m. on weekdays.
- The showmobile is available for 25 events per year, 13 of those events are reserved for the Community Education Books and Starts Program. Please call for availability.
- Rental agreements must be returned not less than two (2) weeks in advance of the rental date.
- The applicant must also submit a map indicating the exact location of the showmobile setup.
- The City of Northfield reserves the right to accept or reject any rental request at any time.

## Event Day:

- Renters are required to have a representative on site at the time of set-up. Renter representative will be expected to assist with stair set-up and designating location of showmobile.
- City staff will not begin with showmobile set-up until renter representative is on site and prepared to assist.
- The showmobile must be set up on a hard, flat surface, which is easily accessible for the transport and set up of the showmobile.
- The on-site City Representative has the authority to cancel the use of the showmobile due to bad weather conditions.
- The showmobile requires a 110 Volt 20 Amp receptacle for lighting. If power supply is more than 200 feet from showmobile the renter must provide a portable generator.

**All renters are required to submit proof of insurance for the event by sending a copy of the organization's Certificate of Liability Insurance listing the City of Northfield as "additional assured". Insurance is required to be in the amount of \$1,500,000 per occurrence for general liability. The Certificate of Insurance shall be returned with the rental agreement form no less than 14 days prior to the rental. Failure to do so may result in the rental agreement being voided.**

(Rental Rates and Fee Calculator Opposite Side)



