



# Equipment Use Regulations

## Mobile Stage

### **Reservations**

The Mobile Stage Reservation Application shall be issued only to responsible adults, 18 years and older, who shall be in attendance at the function for which the Mobile Stage Reservation Application is made. Rental of the Stage and its accessories cannot be made less than three weeks in advance of the event or more than one year in advance of the event. The Management staff has the authority to waive the three-week requirement if it is determined that the reservation process can be executed in less than the three-week time period. Planned activities must be approved by BIMPRD.

### **Stage Dimensions & Available Accessories for Rent**

- Overall when closed for transport: Length 33'8", Height 13', Width 8'5".
- Overall when fully open: Length 33'8" (45' w/side wings open), Height 20'10", Width 16'5"
- Stage Dimensions when extended: 14'6" x 28'
- Stage Height from ground: 3'6"
- Capacity of Wheel chair lift: 800lb.

### **Electrical system:**

- 110 VAC (30 amp) power center connects via 50' power cord to an external 120 VAC power source and supplies fluorescent lighting and electrical outlets.
- 220 VAC (50 amp) power center connects via 50' power cord to an external 220 VAC power source and supplies 4 duplex outlets on the canopy, two duplex outlets on the back wall, and optional incandescent show lights.

### **The Event Site**

Prior to approval of the Stage rental, the Recreation Director or his representative must approve all event sites. Due to the size of the unit and vehicle that pulls it, the following are required:

- The unit must be positioned so that it may be placed and hauled away with a minimum amount of backing.
- When the stage is open and extended to its fullest, it will fill an area approximately 20' wide, 40' long, and 20' high.
- A minimum clearance of 10' must be available behind the stage.
- A minimum overhead clearance of 20' is required to open the stage
- A minimum clearance of 10' is required at each end of the unit to open the end doors.

### **Rules & Regulations**

Parks & Recreation Staff is required for:

- All set-up (opening) and take down (closing)
- Hauling the Stage to and from the site.
- Any necessary electrical connections (renter must provide necessary electrical source within 40 feet of the stage load center).
- Stage hydraulics, breaker boxes and all other stage mechanicals and controls will be operated only by Parks & Recreation staff.
- No alterations may be made to the Stage. Decorations or banners may be attached only through the holes in the canopy ends or to the truss beneath the Stage deck by string or rope, only.
- Renter must notify other local authorities/agencies of program plans for necessary permits. Permits may be required by the City for rental to occur.
- The renter is responsible for the clean-up of the Stage at the end of the rental period and prior to stage removal by Parks & Recreation. Clean up is to include sweeping the Stage floor, mopping and removing all

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spills with water and mild cleaning detergent only, and removal of all decorations, trash, etc. Renter is responsible for providing cleaning materials. Any cleaning performed by Parks & Recreation, attributed to the rental, will be charged to the renter and deducted from the deposit.

- It is the renter's responsibility to provide access to the appropriate electrical voltage (110 and/or 220) necessary for the use of the Stage (sound, lights, etc.)
- The use of any kind of tobacco products, alcoholic beverages or other intoxicating substances is not permitted on the Stage or extensions.
- Equipment must be carried or rolled, not slid, across Stage floor. Risers and other heavy equipment must be placed on protective approved cushioning provided by the renter.
- Covering Stage graphics is prohibited.
- If rental requires the Stage to be on location outdoors overnight, Stage must be closed by Parks & Recreation personnel only. The Stage will be re-opened the following day by Parks & Recreation and call back fees will be charged.
- When the Stage is closed and not in use overnight the renter must provide District approved security personnel.
- At all times when the mobile Stage is in use all local ordinances regarding noise, traffic, Gatherings, etc. must be followed.
- Renter is responsible for ensuring that all activities are properly controlled and supervised to prevent damage to the Stage.
- Failure to follow rules will result in potential loss of damage deposit and future rental privileges.

### Delivery & Set Up

- Parks & Recreation must approve the physical site and access prior to setting up the Stage.
- The Stage will be delivered and setup on the day of its use and removed at the end of the rental period by Parks & Recreation staff only.
- The renter must be present at the site at the time the unit is scheduled to arrive to assist with orientation of the Stage, accept delivery of rented accessories, and inspect the stage with Parks & Recreation staff for cleanliness and existing damage.
- Stage delivery and pick up take approximately 1 hour each. Additional equipment such as lights or portable Stage sections will take longer to setup.
- Once placed and setup, the Stage will remain in place for the duration of the event unless weather becomes a factor at which time renter will notify Parks & Recreation to remove or secure the stage.
- Renter will be held liable and assume all risk from the time of delivery and setup until pickup by Parks & Recreation. Renter agrees to turn over the Stage in the same condition as on delivery.
- Renter must be present and inspect the Stage for damage and cleanliness with Parks & Recreation staff prior to pickup of the Stage.

### Weather Related Policies

The Stage will not be opened in winds over 25 mph. Parks & Recreation has the authority to close the Stage during unfavorable weather conditions. In event of weather that poses a likely risk of damage to the Stage (rain, wind or lightning), the Stage will be closed by District staff until they determine that conditions are safe for Stage opening. Renter is required to call District staff contact to close Stage when the above conditions warrant closure.

### Cancellation Policies

The reservation fee is non-refundable.

Cancellation by the renter must be made no later than sixty (60) business days prior to the rental (the date the stage is requested for use) in order to receive fifty percent refund other than the nonrefundable reservation fee.

Refunds will not be made if cancellation request is less than 60 days prior to rental.

Refunds will not be made if the event is cancelled due to inclement weather or other elements beyond the control of the District even if the Stage is delivered.

### Liability Policies

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- In renting the Stage and accessories, the District assumes no responsibility:
- For loss of, or damage to, any property placed on the premises by the renter
- For the loss or damage to any property or personal effects, including motor vehicles and their contents, of the renter, agents, employees participants, guests or attendees.
- For any physical injuries sustained by any individual, or group of individuals, during the duration of the rental period.
- For malfunction of any electrical or mechanical equipment provided for the renter (such as sound system, lights, generator, etc.) and the applicant waives any claim thereof.
- Renter is responsible for providing a \$1,000,000 insurance policy listing the District as an additional insurer. Copy of policy due with payment.

Renter will assume responsibility and liability for all persons in attendance. Renter assumes all responsibility for any damage to the Stage and/or District equipment during the rental period. Part or all of the clean up and damage deposit will be retained if necessary to cover expenses of repairing damage. Renter will be billed accordingly if damages exceed amount of deposit.

### **Stage & Accessory Rental Fees**

A non-refundable reservation fee in the amount of **\$100.00**, a **\$500 deposit**, plus **full rental fees** are due upon notification of District approval. In the event the District should have to cancel the rental, the deposit and all fees will be refunded in full. See weather related policy regarding refunds. The renter will be billed for additional hours needed for any event that goes beyond the scheduled times or if District personnel is called back after the Stage is delivered and erected. The fees will be charged and deducted from the deposit.

