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**Chair**

Cass Creech

**Vice Chair**

Drew Crosby

**Treasurer**

Suzanne LaFrance

**Secretary**

Lawrence Johnson



**YPSILANTI  
TOWNSHIP**  
— WHERE YOUR FUTURE GROWS —

## **Park Commission**

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**Commissioners**

Edward Burnett

Gigi Jones

Ashley Agdorny Sanders

# **Ypsilanti Township Park Commission**

## **Regular Meeting**

Date: Monday, May 4<sup>th</sup>, 2026

Time: 6:30 P.M.

### Location

Room #202

Ypsilanti Township Community Center

2025 E Clark Rd

Ypsilanti, Michigan 48198

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## **Park Commission**

**Commissioners**  
Edward Burnett  
Gigi Jones  
Ashley Agdorny Sanders

### **REGULAR MEETING AGENDA**

**MONDAY, May. 4<sup>th</sup>. 2026**

**6:30 P.M.**

- I. Call to Order**
- II. Roll Call**
- III. Determination of Quorum**
- IV. Approval of Agenda**
- V. Approval of Minutes from the April 6<sup>th</sup>, 2026 Regular Meeting**
- VI. Citizens Participation**
- VII. Reports**
  - A. Staff Reports**
  - B. Commissioner Report**
    - 1. Stage Rental Discussion**
- VIII. Unfinished Business**
  - 1. Geocaching Discussion**
- IX. New Business**
- X. Announcements**
- XI. Recommendations to the Township Board**
- XII. Adjournment**

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**Park Commission**

**Commissioners**

Edward Burnett

Gigi Jones

Ashley Agdorny Sanders

**Proposed April 6<sup>th</sup> Meeting Minutes**

**Date:** 4/6/2026

**Call to Order Time:** 6:30 pm

**Roll Call**

Burnett P  
Creech P  
Crosby A  
Johnson P  
LaFrance P  
Sanders P  
Jones P

**Determination of Quorum Y**

**Approval of Agenda Amended N Motion: Jones Second: Sanders Passed**

**Approval of Minutes Amended N Motion: Burnett Second: Jones Passed**

**Citizens Participation**

**Name:** Joe Dorner

**Comments:** Asking permission to place a geocaching cache in Hewens Creek Park. Motion by Creech to add item to new business, second by Sanders, passed.

**Name:** Chris Tebbens

**Comments:** Chris is from Hewens reek Park area and is concerned about traffic and parking at the park due to Bemis road being newly paved. Commission informed him parking improvements are already under consideration.

**Staff Reports**

**Hines:** Hewens Creek Park – parking imbrovements are needed.(Motion to place parking improvements for Hewens Creek Park to be placed on new business by LaFrance, second by Johnson, passed)

North Bay Park - Thank you to commission for letter of support for support of grants to improve waling trail and board walk. Still waiting for a response from Michigan DNR on those grants.

Clubview Park – Residents have selected a new site for the replacement pavilion approximately 100 yards south of the old pavilion, closer to the pickle ball courts. Will be getting quotes for construction. Drainage needs to be looked into for the new location.

Working with Spicer on grants for projects in other parks. Still hiring seasonal staff. North Bay and North Hydro parks have been opened for the season, others to follow.

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— WHERE YOUR FUTURE GROWS —**Park Commission**

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**Commissioners**

Edward Burnett

Gigi Jones

Ashley Agdorny Sanders

**Commissioner Reports****Burnett** - None**Creech** - None**Crosby** - N/A**Johnson** - None**LaFrance** - None**Sanders** - None

**Jones** – There will be a clean up project at the Woodlawn Cemetery (corner of Huron River Dr. and Hubbard Ave.) April 9<sup>th</sup> with Abundant Harvest Church.

**Unfinished Business**

None

**New Business**

Motion to allow geocache at Hewens Creek Park by Creech, second by LaFrance, Passed.

Burnett ask about possibility of children being harmed by finding geocaches, discussion followed.

Johnson will look up locations of existing geocaches in parks.

Motion to develop an online form for requesting placement of geocaches in township parks. Motion by Burnett, second by Jones, Passed

Motion to recommend to the Township Board that we move forward with expansion of the Hewens

Creek Park parking lot. Motion by Sanders, second by LaFrance, Passed.

**Announcements**

Clean up project at Woodlawn Cemetery (corner of Huron River Dr. and Hubbard Ave.) April 9<sup>th</sup>

**Recommendations to the Township Board**

Recommend to the Township Board that we move forward with expansion of the Hewens Creek Park parking lot.

**Adjournment****Time: 7:07 pm Motion: LaFrance Second: Burnett **Passed****

# Ownership & Rental ROI Plan

## Customer profile

This plan is designed for a community buyer considering a 24x32 mobile stage with an approximate purchase price of \$186,000. The goal is to support in-house community events first, then rent the stage to other organizations on open dates to offset ownership costs and improve return on investment over the course of ownership.

## Ownership strategy

The recommended ownership model is to reserve the stage first for the community's signature events, then make remaining dates available to schools, churches, festivals, municipalities, nonprofits, and corporate organizers. Industry sources note that portable and mobile stages are commonly rented for concerts, fairs, festivals, and public events, and that turnkey delivery and setup support can increase rental appeal and pricing power.

A 24x32 unit fits a broad range of community concerts, seasonal festivals, speeches, school events, and sponsor-driven public programming. Faster setup, weather protection, and a professional presentation can also reduce outsourced event costs compared with repeated third-party rentals.

## Example rental pricing

A simple three-tier pricing structure helps balance community access and revenue generation:

Rental tier	Example use	Day rate
Community / school	School performances, local civic events	\$1,800
Nonprofit / festival	Charity events, arts festivals, church events	\$2,400
Corporate / commercial	Sponsored concerts, private events, branded activations	\$3,200

These example rates reflect the broad market reality that stage rental pricing varies materially based on stage size, included services, and event complexity.

The blended planning rate used in the payback model below is \$2,467 per rental day. That figure is the average of the three example pricing tiers above and is meant as a proposal planning assumption, not a fixed quote.

## Operating assumptions

For planning purposes, this model assumes annual operating expenses of about \$13,500, including insurance, maintenance, storage, marketing, and administrative coordination. Exact annual cost will vary by market, insurance requirements, staffing model, and whether delivery and setup are handled internally or through a partner.

This plan excludes financing cost, taxes, depreciation, and any value created by using the stage for the owner's own events. In practice, the real return can be stronger because each in-house use may also replace an outside rental expense.

## 5-year payback table

Year	Projected rental days	Blended day rate	Rental revenue	Annual operating cost	Net annual cash flow	Cumulative net cash flow
1	12	\$2,467	\$29,604	\$13,500	\$16,104	(\$169,896)
2	16	\$2,467	\$39,472	\$13,500	\$25,972	(\$143,924)
3	20	\$2,467	\$49,340	\$13,500	\$35,840	(\$108,084)
4	24	\$2,467	\$59,208	\$13,500	\$45,708	(\$62,376)
5	28	\$2,467	\$69,076	\$13,500	\$55,576	(\$6,800)

Under this example scenario, the stage nearly reaches full cash payback by the end of year five through outside rentals alone. A modest increase in rental days, higher average pricing, sponsor income, setup fees, or avoided third-party rental costs for the owner's own events would move the plan into positive payback sooner.

## Recommended rental policy

- Reserve all city or community signature dates first.
- Publish available dates at least 6 to 9 months in advance.
- Require a signed rental agreement, certificate of insurance, deposit, and defined site-readiness requirements.
- Offer delivery/setup as a paid add-on or through an approved production partner, since service support can improve utilization and customer confidence.
- Create a simple online inquiry form with stage specs, photos, dimensions, power/site requirements, and pricing guidance.

## **Proposal language**

A 24x32 mobile stage allows the community to control event quality, reduce repeat rental dependence, and create a revenue-producing asset when the unit is not in use. With a disciplined calendar, tiered pricing, and a structured rental policy, the stage can support local programming while generating meaningful cost recovery and a practical ownership payback over time.

# How Much Does a Stage Rental Cost?

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If you are planning to run an event, concert or party, you might be considering setting up a stage for your guests. With that many guests, it may be hard for those in the back to see what is going on. With a stage, the entertainment will be at least five feet high, allowing everyone will be able to see easily.



## How much does it cost to rent a stage?

The cost of renting a mobile/portable stage will depend on the geographical location, the size of the stage, if any additional equipment is needed, the rental company and the time the stage is needed. **On average, plan on spending anywhere from \$1,000 to as much as \$4,000 per day for a complete stage setup.** This is the price for the stage only and won't include any additional accessories such as the sound system or skirting

**NOTE:** These prices can be higher if you were to include skirting, carpeting, raising the height, and/or need additional accessories as mentioned below.

A **portable stage** with a roof and lights costs upwards of \$2,100, while a self-contained **mobile stage** rental (with sizes 32', 40' x 24' roof) will cost an average of \$4,500 to \$5,500.

## Stage rental overview

The estimates mentioned above **should include** the delivery, complete setup, and tear down.

A portable stage, depending on your preferences, can include a roof with lights, loading ramp, stairs, safety railings, roof, backdrop, and skirting. This will all vary depending on the contractor, so be sure to ask about the inclusions ahead of time.

A typical setup can take one to three hours depending on the size and set-up of lights and sound equipment.

Some stage rental companies may include delivery, set-up, and takedown costs with the rental cost. Just ask for the terms and conditions for stage rental for more information.

## **What are the extra costs?**

Delivery, setup, and pickup *may* be an additional charge if the company has to travel outside of its radius. For those who do charge delivery fees, most are going to charge \$2 to \$3 per mile.

Additional costs may apply if you need to hire technicians, operators, stagehands, drivers, and/or helpers to set-up and dismantle the stage after the event.

Instrument platforms, commonly offered alongside a portable stage, can cost up to \$200 to \$400 each, depending on the height.

A portable canopy to protect the stage from the outdoor elements, if not included with the setup, could cost another \$400 to \$650, depending on the size of it.

Lighting can cost around \$5 to \$175.

Mixers can cost around \$20 to \$250.

Microphones cost \$5 to \$50.

Speakers, depending on the size, can be rented for \$20 to \$150 each.

A complete DJ and Karaoke system setup can be rented for about \$150 to \$175.

Every day the stage needs to be extended, the costs can go up by more than \$250 to \$500 per day depending on the company policy.

Increasing the stage size can add an additional \$500 to \$1,000.

A scaffold used to display a banner can cost \$500 to \$1,500.

A generator to power lights where there is no power can cost \$150 to \$300 per day.

Different surfaces can add to the price. For example, grass can add an additional \$0.50 per square foot while brick can add up to \$1 per square foot.

Some companies may not include the skirting, the material that is hung off the side of the stage to hide all the equipment and frame underneath.

You may also need to rent stairs to get up and down the stage as well as rails around the sides in case the stage is too high.

You may need to have some type of permit to build an outdoor stage, even if it is only temporary. Check with your city to get more information.

If you would like to hire a DJ for the event so that you do not have to worry about the music, this will be an additional cost.

If you do not know much about sound equipment, you may want to think about hiring a sound technician for the event.

### **How can I save money?**

You can save a great deal of money by taking advantage of a stage rental service that would already include setup, dismantling, and delivery or pick up costs. Try to get as much as you can in the initial quote as there can be many hidden charges when everything is said and done.

Try to book as early as possible. The earlier you book, the more you could potentially save.

In some cases, it may be cheaper to hire your own labor instead of using the stage rental service. Be sure to compare the quotes of receiving just the equipment compared to having it setup. If it's cheaper to hire laborers, then it may be something to consider.

# **City of Burleson**

## **Mobile Stage Rental Fee's**

**Full Rental**                    \$2000.00 for the 1<sup>st</sup> 4 hours. Any additional hour after 4 hrs will be \$100.00 per additional hour.

*Full rental includes: sound system, sound technician, stage set up, delivery and stage set up and tear down. Venue must supply proper electricity including two 50 amp twist locks and a minimum of 100 amp electrical service. Any venue farther than 5 miles out of the City of Burleson will be charged an additional \$4.00 per mile based on round trip.*

**Stage Only**                    \$1500.00 for the 1<sup>st</sup> 4 hours. Any additional hour after 4 hrs will be \$50.00 per additional hour.

*Stage only rental includes: delivery, stage set up and tear down. Any venue farther than 5 miles out of the City of Burleson will be charged an additional \$4.00 per mile based on round trip.*

**Non-Profit**                    **This is for Burleson Non-Profits only:** \$700.00 for the 1<sup>st</sup> 4 hours. Any additional hour after 4 will be \$50.00 per additional hour. Rental includes: sound system, technician, stage set up, delivery and tear down. Venue must supply proper electricity including two 50 amp twist locks and a minimum of 100 amp service.

**All stage rentals will be issued at the discretion of the Burleson Parks and Recreation Department. Any damage will be the sole responsibility of the renter. An additional \$1000.00 damage deposit will be required at the time of purchase. This fee can be held by credit card or certified check refundable after the rental. Any damage over \$1000.00 will be billed to the responsible party. Persons must be 25 years of age or older to rent the stage. There will be no substitutes or exceptions. All fee's and deposits are due at the time the rental is made.**



# The New Baltimore Lions Club Mobile Stage Rental Agreement

P.O. Box 394, New Baltimore, Michigan 48047  
Lion Karl 313-610-5055 cell • 586.716.3797 home

Please complete this form and return to above address, "Attention: Stage Coordinator"

**TO SECURE YOUR REQUESTED DATES, A 50% DEPOSIT IS REQUIRED WITH THIS APPLICATION**

Name/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ EMail \_\_\_\_\_

Date Requested \_\_\_\_\_ Type of Event \_\_\_\_\_

Set-Up Date \_\_\_\_\_ Time \_\_\_\_\_

Take-Down Date \_\_\_\_\_ Time \_\_\_\_\_

Location of Event \_\_\_\_\_

**(Set up diagram, position, comment's or special instructions should be attached to another sheet)**

I hereby make this application for the use of the New Baltimore Lions Club Mobile Stage on the date and hours stated and donation requested for rental. I also certify that the information on the application is true and I have read and agree to abide by the rental rules stated below:

1. Renter must obtain liability event insurance with New Baltimore Lions Club as additional insured, and send to above NB Lions address at least 30 days prior to stage arrival date.
2. Renter is responsible for lowering the stage canopy in high wind (35+mph) situations.
3. Renter is responsible for diesel fuel for the on-board generator.
4. Renter is responsible for lowering the canopy and closing the side wings at the end of the event.
5. Renter is responsible for any gouges in the floor caused by dragging heavy items across it.
6. External power to the Mobile Stage must be grounded according to local electrical codes.
7. Renter is responsible for inventory and tools that accompany the Mobile Stage.
8. Cancellation policy: Prior to 60 days of event, full refund. 45 to 59 days of event, 50% refund. No refunds for cancellations less than 44 days of scheduled event.

I further agree to indemnify, defend and hold harmless The New Baltimore Lions Club and it's officers and members against all loss or expense by reason of liability imposed by law upon The New Baltimore Lions Club for damages because of loss of revenue or bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this contract, whether such loss of revenue, injuries to persons or damage to property is due or claimed to be due to the negligence of the contractor, The New Baltimore Lions Club, it's officers and members.

Applicant hereby represents to the New Baltimore Lions Club that he/she is of legal age and capacity to enter into this agreement either in his/her own right, or as the authorized agent of the above named organization. The undersigned hereby acknowledges that he/she has read the above contract and rules and agrees to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Deposit Received: \_\_\_\_\_

# PORTABLE STAGE RENTAL AGREEMENT

I/We, \_\_\_\_\_ will be using the portable stage for the following event(s) \_\_\_\_\_.  
Date(s) stage is needed: \_\_\_\_\_.  
Set-up Time: \_\_\_\_\_  
Estimated Pick-up Time: \_\_\_\_\_

## Rental Fees:

- \$250.00 Base Rental Rate.
- Any event in Lyon County will be charged the Base Rental Rate.
- Any event outside of Lyon County will be charged the Base Rental Rate plus Mileage (federal rate).
- Any event more than 50 miles from Marshall will be \$325.00 plus Mileage (federal rate).
- Any event more than 100 miles from Marshall will be \$400.00 plus Mileage (federal rate).
- There will be a charge of \$75.00 for each additional day.

Insurance: Lyon County is not responsible for any damages or injuries that arise from the renter's use of the Portable Stage. The renter is solely responsible for insurance coverage on any of his/her personal property and must have liability insurance in effect. A certificate of insurance must be provided to Lyon County at the time this agreement is entered into and before any rental agreement can be finalized. Lyon County must be named as an additional insured on the certificate. Required coverage is \$1.5 million each occurrence and \$3 million aggregate.

Indemnifications: Except for liability resulting from Lyon County's sole negligence, the renter agrees to indemnify and hold harmless Lyon County, its employees, agents and servants from any and all liability for injuries to any and all persons or any property of any employee, agent, passenger, invitee or other person entering onto the portable stage, including all attorney's fees relating to such claims.

Damage to Property: Renter is responsible for any property damage.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Person Renting Portable Stage

\_\_\_\_\_  
Lyon County Fairgrounds Personnel

Address: \_\_\_\_\_

\_\_\_\_\_

Phone#: \_\_\_\_\_

# COUNCIL BLUFFS PARKS, RECREATION AND PUBLIC PROPERTY SHOWMOBILE PORTABLE STAGE RENTAL AGREEMENT



**IOWA SOMKE FREE AIR ACT**  
**EFFECTIVE JULY 1, 2008,**  
**SMOKING IS PROHIBITED IN PUBLIC FACILITIES,**  
**INCLUDING GROUNDS USED FOR TEMPORARY**  
**SEATING IN OUTDOOR VENUES.**

### INDEMNIFICATION

To the fullest extent permitted by Law, the Renter of the mobile stage shall indemnify and hold harmless the City of Council Bluffs, their agents, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from the rental of the mobile stage, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Renter, anyone directly or indirectly employed by the Renter, or anyone for whose acts the Renter may be liable.

This agreement confirms the terms and conditions to which You, the Renter, agree to rent the mobile stage provided by the City of Council Bluffs through the Council Bluffs Parks, Recreation, and Public Property Department.

All rental agreement terms must be met before this form will be processed.

The Showmobile is not available for rental outside the Council Bluffs city limits.

Renter's Name: \_\_\_\_\_

Renter's Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Location: \_\_\_\_\_

For the aforementioned services, you will meet the following Rental conditions:

Reserve stage at least one full week prior to event date \_\_\_\_\_

Provide certificate of insurance for event (min. \$1,000,000 liability coverage) and name City of Council Bluffs as an additional insured \_\_\_\_\_

Pay 100% deposit on TOTAL ESTIMATED COST \_\_\_\_\_

Rental fees are as follows:

**\$200 Initial Set-up fee** **\$200**

Standard stage, fluorescent lights, and basic P.A. (\$75/hour) \_\_\_\_\_ hours = \$ \_\_\_\_\_

Additional Lighting (\$50/hour plus 50 amp service) \$ \_\_\_\_\_

continued

Additional Staging (\$25/unit/hour) \_\_\_\_\_ units x \_\_\_\_\_ hours = \$ \_\_\_\_\_

Mileage (if not in Council Bluffs) (\$1 per mile) \$ \_\_\_\_\_

Tax (7%) \$ \_\_\_\_\_

**TOTAL ESTIMATED COST** \$ \_\_\_\_\_

**\*\* FULL PAYMENT REQUIRED WITH THIS AGREEMENT \*\***

Payable by check to: City of Council Bluffs – Parks, Recreation, and Public Property  
209 Pearl Street  
Council Bluffs, IA 51503

The Renter accepts full responsibility and agrees to be liable for any and all damage to the mobile stage from the time Renter's personnel and/or equipment go onto the mobile stage until the time all of the Renter's personnel and/or equipment are off the stage and the stage is turned over to the Council Bluffs Parks, Recreation and Public Property Department and staff.

The attached Stage Rental Policies and Procedures and Mobile Stage Rental Checklist are adopted and incorporated by this reference as a part of this agreement.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Council Bluffs

\_\_\_\_\_  
Date

Council Bluffs Parks, Recreation and Public Property  
209 Pearl Street  
Council Bluffs, IA 51503  
Phone: (712) 328-4650  
Fax: (712) 322-3021  
Website: [www.cbparksandrec.org](http://www.cbparksandrec.org)

## PLEASE READ CAREFULLY!!!

*To confirm your reservation, please submit this completed agreement, certificate of insurance, and 100% of estimated total no later than ONE FULL WEEK prior to the requested date of rental.*

The Council Bluffs Parks, Recreation, and Public Property Department will assist the Renter in selecting the site upon which the mobile stage is to be located.

The mobile stage will be delivered and set up on the day of its use, and removed at the end of each day, unless adequate security is provided to prevent tampering or vandalism.

Council Bluffs Parks, Recreation, and Public Property Department will provide at least one employee to maintain and supervise the stage during hours of operation.

The Renter requesting use of the unit shall have a representative present at the site at the time the unit is scheduled to arrive. This representative is to assist with placement of the unit and accept delivery on any equipment.

The care and handling of all Council Bluffs Parks, Recreation, and Public Property Department equipment on the mobile stage is the sole responsibility of the Council Bluffs Parks, Recreation, and Public Property Department stage staff. When the Council Bluffs Parks, Recreation, and Public Property Department sound system is used, it may be set up and removed from the stage by Council Bluffs Parks, Recreation, and Public Property staff only.

At all times when the mobile stage is in use, all City ordinances regarding noise, traffic, parades, etc. shall be strictly obeyed by the Council Bluffs Parks, Recreation, and Public Property Department stage staff and the renting organization. The stage staff has the power to stop the program for any reason if there is potential danger to the equipment or staff, i.e. inclement weather, wind gusts in excess of 25 mph, or unruly behavior of the crowd or performers.

Unrestricted access to the public is prohibited. It is the responsibility of the renting party to restrict access to the stage by the general public during performance/use.

Nothing may be attached or affixed in any manner to the mobile stage without prior permission of the stage staff on duty.

Council Bluffs Parks, Recreation, and Public Property Department reserves the right to refuse rental of the mobile stage under any conditions deemed to be potentially hazardous to the stage or its operators, or any event not deemed in the best interest of the City of Council Bluffs or the general public.

The standard P.A. system and fluorescent lights are 100 volts. This is a standard 110 plug-in with a 50-foot length cord. The Council Bluffs Parks, Recreation, and Public Property Department has a portable generator available for rental.

To upgrade the sound system and stage theatrical lighting, a 220-volt (50 amp) service is needed with a matching plug for service.

*The Council Bluffs Parks, Recreation, and Public Property banner will remain hanging for all events.*

## MOBILE STAGE RENTAL CHECKLIST

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Event/Artist \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Day of Event Phone # \_\_\_\_\_

Stage should be set up by (time) \_\_\_\_\_ Removed by (time) \_\_\_\_\_

Site location and access \_\_\_\_\_

Is a sound company being used? Y N If yes, name of company \_\_\_\_\_

Phone number of above company \_\_\_\_\_

Is 220 electrical service available? Y N If no, what electrical service is available? \_\_\_\_\_

The stage is equipped with stairs and a handicapped lift.

### **Stage dimension needed (please circle):**

**Standard unit size is 24' x 14' 6"**, and includes skirting, stairs, basic PA, up to four microphones, up to five tables, and up to 25 chairs (all for use ONSTAGE ONLY). Other configurations include:

24' x 32' (with 10 additional units)

24' x 40' (with 9 additional units)

28' x 32' (with 10 additional units)

20' x 40' (with 11 additional units)

20' x 48' (with 11 additional units)

Up to eleven (11) additional 4' x 8' units are available.  
(\$25/unit/hour) How many are needed? \_\_\_\_\_

## MAP OF SITE

Please indicate access, location of stage, and source of electricity.

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COUNCIL BLUFFS PARKS, RECREATION, AND PUBLIC PROPERTY USE ONLY

STAFF ASSIGNED: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_ DATE PAID \_\_\_\_\_

NOTES:

## MOBILE STAGE RENTAL POLICY, RULES AND REGULATIONS

### 1.) RESERVATIONS

- A. Priority in reserving the Mobile Stage shall be given to: 1) City of Wilmington, Clinton County Commissioners, Antique Power Club of Clinton County Clinton County, 2) other City departments, 3) City/County non-profit, community and service organizations, 4) City/County businesses and 5) non-profit organizations within 25 miles of the City of Wilmington. (includes any category listed above). The Mobile Stage is *not* for rent to individuals.
- B. Reservations are taken beginning every January for the current year by phoning 382-5458. Reservation is not complete until all required forms have been completed and accepted by the City.
- C. The City of Wilmington reserves the right to refuse rental of the Mobile Stage for any event which, in the sole and absolute discretion of the City, is deemed a potential hazard to the Stage or its operators, or otherwise not in the best interest of the City of Wilmington or the general public.

### 2. RULES AND REGULATTONS

All Users of the Mobile Stage shall comply with the laws of the United States of America (including, but not limited to applicable Copyright law), the State of Ohio, the City of Wilmington, and the following rules set forth by the City of Wilmington:

#### DEFINITIONS:

“User” means the entity or organization that has been granted permission to rent the Mobile Stage. The Mobile Stage is not to for rent to individuals.

“Event” means the activity for which the Mobile Stage has been reserved.

- A. The Stage shall not be altered in any way (including, but not limited to, hard wiring into the electrical box).
- B. Absolutely no drugs or intoxicating liquors shall be used by persons on the Mobile Stage.
- C. Users, and not the City of Wilmington, are solely responsible to see that the Event is properly controlled and supervised. Plans for the Event and supervision and control thereof must be provided to the City of Wilmington prior to delivery of the Mobile Stage to the location of the Event. The User, and not the City of

Wilmington, shall be solely responsible for clean up of the area following the Event.

- D. The User, and not the City of Wilmington, shall be solely responsible and liable for all persons in attendance at the Event. The User shall provide the City of Wilmington with a certificate of insurance evidencing liability protection of not less than \$1,000,000 bodily injury and \$500,000 property damage with the City of Wilmington shown as additional insured. The following language will be included on the certificate of insurance, along with the time/dates and brief description of the event:

*The following are Additional Insureds: The City of Wilmington, Ohio and its elected and appointed officials, all employees and agents, volunteers, all boards, commissions and/or authorities and board members, including employees, agents and volunteers thereof. Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing or excess.*

- E. The User shall be responsible for any and all any damage to the Stage or equipment during the period of use.
- F. The User shall provide a detailed Event schedule to the City of Wilmington at least one month prior to the Event. Such schedule shall specify, at a minimum, the specific planned use of the Mobile Stage, the performers and number of performers to use the Mobile Stage.
- G. The Mobile Stage shall be set-up on a location that is a hard surface such as concrete or asphalt (turf is *not* permitted).
- H. The User, and not the City of Wilmington, shall be solely liable for any personal injury or property damage arising from the use, delivery, relocation, set-up, tear down, or removal of the Mobile Stage for the entire time of Rental.
- I. To relocate Mobile Stage after set-up, a \$500.00 fee will be charged regardless of distance moved.
- J. The use of staples, nails or any type tape or adhesive is not permitted on the Mobile Stage.
- K. The User represents and warrants that it has complied or will comply with applicable Copyright law and agrees to indemnify and hold the City of Wilmington harmless from and against any violation of Copyright law related to User's use of the Stage.

3. DELIVERY AND SET-UP

- A. The User shall have a representative present at the site of the Event one (1) month prior to use to meet with the City of Wilmington’s Parks and Recreation Director, or his/her designee (“Parks Director”). At that meeting the User shall provide the Parks Director with a planned route for delivery of the Mobile Stage. The Parks Director shall have absolute discretion to determine if the planned route is adequate, to amend such plan, or determine that no adequate route exists for the delivery of the Mobile Stage to the proposed Event site.
- B. The User shall have a representative present at the site of the Event at the time the Mobile Stage is scheduled to arrive. This representative shall accept delivery of the Mobile Stage.
- C. The Mobile Stage will be delivered at the hour specified. Please make sure you allow for a minimum of two hour set-up prior to the start of the event. The use of the Stage extension requires additional set-up time. Any additional time needed for sound or light set-up and takedown for performers, must be included in the time specified on the application.
- D. City employees are not responsible for and will not assist in set-up of any equipment other than the Mobile Stage.
- E. Except when rented to a political subdivision or to Clinton County, City of Wilmington employees shall stay with the Mobile Stage to supervise unit during entire time of Rental. If the Stage is to be used for more than one successive day then two City employees will return to close and secure Stage. The City of Wilmington will, prior to the rental date and in its sole and absolute discretion, whether the Mobile Stage shall removed from the site after each day’s use so as not to be stored on site overnight. If the City makes such determination, the User shall pay the cost for removal and delivery for next day's use. If the Mobile Stage is stored overnight at the location of the Event, the User shall provide on site housing and meals for any City employee deemed necessary by the City to stay with the Mobile Stage and shall also provide a certified security guard to be on site with Mobile Stage.

4. RENTAL FEE SCHEDULE

<u>Type of Group</u>	Stage Only	<u>Per Day</u>	
		Stage Only	Stage w/ext.
County/City Non Profit (Community Service Group)	cost of labor (Standard cost of labor = \$500 (prepaid))	cost of labor	cost of labor
County/City of Wilmington Business Use	\$1,000.00	\$1,500.00	

Out-of-Town (within 25 miles of City) (not in Clinton County)	\$2,500.00	\$3,500.00
Clinton County Political Subdivision	\$ 375.00	\$ 400.00

***Full payment of the Rental Fee for the Mobile Stage must be made at least two (2) weeks in advance of the Event. The Mobile Stage will not be delivered without payment of the Rental Fee.***

The following hourly fees shall be charged in addition to the Rental Fee:

\$25.00 per hour per City of Wilmington employee for Delivery and Setup paragraph E above;

\$50.00 per hour for Delivery and Setup paragraphs A, B, C, and D;

\$50.00 per hour for return of Stage.

5. CANCELLATION

In the event cancellation is necessary:

- A. Cancellation on the part of the User must be made no later than forty-eight (48) hours prior to the event. Arrangements must be made during normal business hours. One-half (1/2) refund will be returned.
- B. In the case of inclement weather, one half (1/2) of the Rental Fee will be refunded if cancellation is made prior to Stage leaving its storage area.
- C. In the event of inclement weather where no cancellation is made until Stage arrives at the Event site, lessee will be refunded one fourth (1/4) of daily Rental Fee paid. Hourly fees as noted herein shall be payable as charged. In the event the Stage is set-up prior to cancellation decision is made, the daily fee is not refunded.
- D. If for any reason, the City of Wilmington Parks and Recreation Department cannot fulfill its part of the agreement, the User shall be entitled to a full refund of the Rental Fee. The User agrees that refund of the Rental Fee relieves the City of Wilmington from any and all liability for failure to deliver or otherwise make the Mobile Stage available.

**REQUEST FOR RENTAL OF MOBILE STAGE**

Organization/Agency \_\_\_\_\_

Person requesting Mobile Stage \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Set-up Time and Day \_\_\_\_\_

Take Down Time and Day \_\_\_\_\_

Exact location Mobile Stage is to be placed (include direction to face, etc.) \_\_\_\_\_

THE UNDERSIGNED REPRESENTS THAT:

1. HE OR SHE HAS BEEN DULY AUTHORIZED TO BIND THE USER TO THE CITY OF WILMINGTON'S MOBILE STAGE POLICY, RULES AND REGULATIONS.
2. THE USER OR ITS DESIGNATED REPRESENTATIVE HAS READ AND FULLY UNDERSTANDS AND AGREES TO BE BOUND THE TERMS AND CONDITIONS OF THE CITY OF WILMINGTON'S MOBILE STAGE POLICY, RULES AND REGULATIONS.
3. THE USER ACCEPTS SOLE RESPONSIBILITY AND LIABILITY FOR ANY AND ALL DAMAGE TO THE MOBILE STAGE, ITS COMPONENTS AND ANY CITY EQUIPMENT USED TO MOVE THE MOBILE STAGE DURING THE TERM OF THE USER'S RENTAL OF THE MOBILE STAGE.

**[CONTINUED]**

4. THE USER ACCEPTS SOLE RESPONSIBILITY AND LIABILITY FOR ANY AND ALL DAMAGES WHATSOEVER (WHETHER TO PERSONS OR PROPERTY) THAT MAY IN ANY WAY ARISE FROM THE USER'S RENTAL AND USE OF THE MOBILE STAGE, INCLUDING BUT NOT LIMITED TO USER'S FAILURE TO ABIDE BY THE TERMS OF THESE RULES AND REGULATIONS.

SIGNATURE \_\_\_\_\_

RENTAL FEE: \$ \_\_\_\_\_

(See rate schedule for  
explanation of charges)

AGENCY NAME \_\_\_\_\_

DATE \_\_\_\_\_

ACCEPTED BY THE CITY OF WILMINGTON

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR OFFICE USE ONLY:

For Fee Schedule - Check one:

- City-Sponsored
- Local non-profit, fraternal, community, service organization
- Clinton County Commissioners
- Clinton County Antique Power Club
- Clinton County Agriculture Society
- Business
- Out of Town

Fee: \$ \_\_\_\_\_ x \_\_\_\_\_ day = \$ \_\_\_\_\_ amount due  
\_\_\_\_\_ paid (date)

Total employee hours \_\_\_\_\_ x \$25.00 + \_\_\_\_\_

\_\_\_\_\_ TOTAL DUE



**Division of Events Administration  
Mobile Stage Rental Form**

<b>Equipment</b>	<b>Cost Per Day</b>
Mobile Stage (Showmobile) – with or without stage extensions	\$ 750 (plus labor)
Labor - delivery, set-up, tear-down	\$ 900

The stage is available for rental to entities providing a community event. The stage is only available for rental within 25 miles of Dublin. Full payment of stage rental and labor must be made at least 2 weeks in advance. The community event organizer is responsible for obtaining any and all applicable permits related to setup and teardown of equipment.

Name of Event: \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Responsible Organization: \_\_\_\_\_

Web site: \_\_\_\_\_

Contact Name: \_\_\_\_\_

*Please note whether the following mailing address is for the  organization or the  contact residence.*

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Setup Day and Time: \_\_\_\_\_

Teardown Day and Time: \_\_\_\_\_

Exact location stage is to be placed (include direction to face, etc.)

Attach an event site map and surrounding areas, highlighting the location of the stage:

---

Other Information (include extra staging if needed, driving directions to location, etc.):

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We, the users, understand that we assume full responsibility for any damage, theft, or loss to said unit and its accessories between the time the City completes setting it up and the time the City takes it down. We, the users, also agree to adhere to the requests set forth in the rental policy. We do have a copy of the rental policy and fully understand the requirements set forth in renting the mobile stage as outlined in the rental policy.

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

Total Fee: \_\_\_\_\_

City of Dublin signature and date: \_\_\_\_\_

**MSM3600 SHOWMASTER MOBILE SOUND SHELL STAGE  
PORTABLE BLEACHERS/TICKET BOOTH  
RENTAL AGREEMENT**

Applicant/Organization (User) \_\_\_\_\_ Event Date \_\_\_\_\_ Time \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Contact Phone \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Equipment: \_\_\_ Stage \_\_\_ Bleachers \_\_\_ # of bleachers \_\_\_ Ticket Booth \_\_\_ # of Ticket Booths

Delivery Location/Address: \_\_\_\_\_ (Attach map or directions if needed)

Delivery Date and Time \_\_\_\_\_ Pickup Date and Time \_\_\_\_\_

**Care of Stage/Bleacher/Ticket Booth**

1. USER shall not alter or cause or permit anything to be done whereby the Equipment shall be in any manner injured, marred or defaced; or will not drive and permit to be driven nails hooks, or screws into or use or permit to be used glue or other adhesives on any part of the Equipment and will not make or allow to be made any additions of any kind therein unless approved in writing by the Parks & Recreation Manager or designee.
2. USER shall not, without the written consent of the Manager, put up or operate any engine or motor or machinery on the Equipment or use oil, candles, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purpose or any agent other than electricity for illumination of the Equipment.
3. If the Equipment or any portion thereof during the term of this Agreement shall be damaged beyond reasonable wear and tear by the act, default or negligence of the USER or by the USER agents, employees, or invitees, USER will pay to the COUNTY upon demand such reasonable sum as shall be necessary to restore said damaged Equipment to its prior condition. Such sums shall be deducted from the security deposit if available.
4. A cleaning fee of \$100 will be incurred if the EQUIPMENT requires cleaning after it is returned to remove nails, hooks, screws, adhesives, any trash, debris or decorations or for use beyond normal wear and tear. Additional charges will be incurred for any damages to or loss of the EQUIPMENT. Such charges will be due and payable within 5 business days of return of the EQUIPMENT and shall be deducted from the security deposit if available.

**Surrender of Stage/Bleacher/Ticket Booth**

1. USER agrees to quit and surrender the Equipment to the COUNTY at the end of the term of this Agreement in the same condition as the USER received the Equipment, ordinary use and wear thereof only excepted, and to abide by and to conform to all rules and regulations from time to time adopted prescribed by the COUNTY for use and management of said Equipment.
2. The COUNTY reserves the right to remove from the Equipment all effects remaining on it after time specified at the sole expense of USER and to store or dispose of the same at the sole expense of the USER, and without any liability thereof on the part of the COUNTY.

**Indemnification and Hold Harmless**

Lessee/USER will indemnify, defend and hold County, St. Lucie County Board of County Commissioners, its officers, directors and employees, harmless from any and all liability, loss, damage, costs, expenses, including, without limitation, attorneys' fees, on account of injury or damage to persons, firms or corporations or to property directly or indirectly arising out of or relating to this Agreement, the performance or breach thereof, or the use or occupancy of the Equipment, by the USER or USER'S agents, servants, employees, exhibitors, independent contractors, patrons, guests or invitees; and in the event that suit shall be brought against County, either independently or jointly with USER on account thereof, User will defend any such suit or suits at the sole cost of USER and in the event of final judgment being obtained against County, either independently or jointly with User then User will pay such judgment immediately, with all interest and costs thereon, and shall hold County harmless

therefrom. In the event User shall fail to defend any such action on behalf of County to the satisfaction of County, County may, but shall not be obligated to, defend the same by counsel of its choice, the cost of which defense to be borne exclusively by User and paid by User in such intervals and in such amounts as County shall demand. The rent paid by USER includes consideration for USER'S covenant to indemnify the County. Nothing in this Rental/Lease Agreement shall be construed to affect in any way the County's rights, privileges and immunities, including sovereign immunity as provided by laws as set forth in Section 768.28, Florida Statutes.

#### **Commercial General Liability**

USER shall deliver to the County a valid certificate of insurance, no later than 14 days prior to the delivery date, as evidence the following insurance has been procured. St. Lucie County BOCC shall be named as an additional insured for liability and as a loss payee for property insurance. USER shall maintain commercial general liability insurance to include:

1. Premises / operations, products/ completed operation (including XCU hazards) and personal and advertising injury for limits of not less than \$1,000,000.00 per occurrence, 2,000,000 in the aggregate.
2. In the description area of the insurance certificate include the place, date, and time of the event.

#### **Users**

No person, group or association shall be excluded from use of the Equipment because of race, sex, color, creed or national origin. Further, no rule may be promulgated or implemented by USER that will discriminate against any person, group or association, or exclude such persons from participation in events involving the Equipment.

#### **Assignability & Responsibility**

1. USER shall not assign or sublet this Rental Agreement without the express written consent of the COUNTY.
2. The party signing this Use Agreement for the USER understands that should default occur on the USER'S behalf, the signer personally assumes full responsibility for outstanding debts hereunder, including but not limited to, attorney's fees and costs incidental to collection of the debt.

#### **Cancellation and Refunds**

1. Subject to the provision for inclement weather in #2 below, USER shall receive the following refund for cancellation:
  - a. At least 5 business days' notice prior to event - 100% refund.
  - b. Less than 5 business days' notice - Balance after deduction of \$100 cancellation fee.
  - c. If less than one business day notice prior to event - No refund.
2. If the cancellation is due to inclement weather, a full refund will be provided if no delivery of the stage has occurred. If delivery occurred, the USER will be responsible for payment of the \$245 transportation fee.
3. At its sole discretion, the County may allow the rental to be rescheduled if no delivery of the stage occurred.

#### **As-Is-Condition**

1. USER states that it has inspected Equipment, and that same are adequate and in proper condition for the uses contemplated herein, and that USER accepts the Equipment "AS-IS" with all defects, latent and patent, if any.

#### **Public Record**

The User shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the User in conjunction with this Contract. Specifically, the User shall:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service.
- (b) Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in state law or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

**Payment and Reservation**

1. EQUIPMENT is not considered reserved until valid Certificate of Insurance naming St. Lucie County BOCC as an Additional Insured and payment in full has been received. Payment in Full must be submitted no less than 14 days prior to delivery date.
2. The total payment due is \$ \_\_\_\_\_. Payment in full and Certificate of Insurance must be submitted together.
  - a. USERS claiming non-profit or tax exempt status are required to provide proof of nonprofit status and/or State tax exempt (DR-14) at time of payment. Payment and Certificate of Insurance will NOT be accepted until written documentation is provided or waived by User.
3. No personal or business checks will be accepted for any payment made less than 14 days prior to delivery date; Payment shall be in cash, money order, cashier’s check or certified check.

<b>Equipment</b>			<b>Quantity</b>	<b>Amount</b>
*Stage	Local Non-Profit	\$350.00/ Day	_____	_____
	Government Agency	\$400.00/Day	_____	_____
	Profit	\$550.00/ Day	_____	_____
			Tax 6.5%	_____
Technician for Stage		\$25.00/ hr.	_____	_____
Security Deposit		\$250.00	Refundable	_____
Bleachers	Local Non-Profit or Government Agency	\$350.00/ Day	_____	_____
	Profit	\$500.00/ Day	_____	_____
			Tax 6.5%	_____
Security Deposit		\$250.00	Refundable	_____
Ticket Booth	Local Non- Profit, \$100.00/Day Government Agency or Profit		_____	_____
			Tax 6.5%	_____
Security Deposit		\$250.00	Refundable	_____
Driver (Delivery)		\$25.00/hr.	_____	_____
			<b>Total Cost</b>	_____

PAYMENT IN FULL MUST BE RECEIVED NO LESS THAN 14 DAYS PRIOR TO THE EVENT DATE ALONG WITH CERTIFICATE OF INSURANCE AND PROOF OF NONPROFIT AND TAX EXEMPT STATUS (IF APPLICABLE) OR RESERVATION IS SUBJECT TO CANCELLATION.

I HAVE READ AND FULLY UNDERSTAND ALL RULES AND REGULATIONS AS STATED IN THIS FACILITY USE PERMIT. I AM DULY AUTHORIZED ON BEHALF OF THE USER TO EXECUTE THIS AGREEMENT.

USER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME OF USER: \_\_\_\_\_

COUNTY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARKS, RECREATION & FACILITIES MANAGER OR DESIGNEE

St. Lucie County Parks, Recreation and Facilities  
1302 Virginia Avenue  
Fort Pierce, Florida 34982  
Phone (772) 462-2159 • Fax (772) 462-2103



CITY OF BLOOMINGTON  
parks and recreation

## 2014 Application for Rental of Mobile Stage Equipment

Please return this form (make copy for your records) along with the appropriate payment, at least four weeks prior to your event to:

Becky Barrick-Higgins  
Community Events  
Bloomington Parks and Recreation  
P.O. Box 848  
Bloomington, IN 47402

FAX#: 812-349-3705  
Phone#: 812-349-3715

Date of Application: \_\_\_\_\_ Date Equipment Needed: \_\_\_\_\_  
(Application must be received at least four weeks prior to request)

Name of Person Responsible for Equipment: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Organization (service, social, etc.): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Anticipated Event Attendance: \_\_\_\_\_

Location Where Equipment is Needed (state exact location of site, include map if possible)  
Location must be within city limits. Bloomington Parks and Recreation must approve site in advance. The mobile stage can only be transported by Parks personnel and will not be moved, once in place.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Activity	Set-up Time What time do you want the stage opened?	Event Start Time	Event End Time	Tear-down Time What time do you want the stage closed?

I accept responsibility for care of any equipment rented and agree to pay for any damages or loss. I also agree to assume responsibility for group adherence to regulations and policy as listed on the attached pages, and to provide insurance coverage as necessary. I will be responsible for reserving the location where the mobile stage is to be placed and will meet Bloomington Parks and Recreation staff to assure proper stage placement. I understand that once the mobile stage is in place, it will not be moved until the date mutually agreed upon by myself and the Bloomington Parks and Recreation representative. I also understand the mobile stage may only be moved by Bloomington Parks and Recreation Operations staff.

\_\_\_\_\_  
Signature of Designated Representative

\_\_\_\_\_  
Date

## Special Event Equipment Rental Prices

All prices listed are per day

### Category I – Non-Profit Organizations (must provide proof of 501(c)3 at time of rental)

Mobile Stage	\$750/day + \$375 deposit*	
w/Theatrical Lights	\$1000/day + \$500 deposit*	Requires additional electrical (see stage policy for details)
Stage Extenders	\$365/day + \$185 deposit* \$60/day per platform + \$75 deposit*	(7 platforms, 4'X8'X3')
Stage Risers	\$250/day + \$125 deposit* \$50/day per platform + \$50 deposit*	(6 platforms, 4'X8'X18")
Self Standing Stairs	\$50/day + \$25 deposit*	

**You must transport and set up**

### Category II - For Profit Organizations:

Mobile Stage	\$1000/day + \$500 deposit*	
w/Theatrical Lights	\$1250/day + \$625 deposit*	Requires additional electrical (see stage policy for details)
Stage Extenders	\$365/day + \$185 deposit* \$60/day per platform + \$75 deposit*	(7 platforms, 4'X8'X3')
Stage Risers	\$250/day + \$125 deposit* \$50/day per platform + \$50 deposit*	(6 platforms, 4'X8'X18")
Self Standing Stairs	\$50/day + \$25. deposit*	

**You must transport and set up stage risers and stairs**

- **\*All organizations are required to pay for any damage to the equipment that occurs during the periods of use. Assessed damage costs may exceed the amount of the damage deposit.**
- **The mobile stage can only be transported by Parks and Recreation, Operations personnel and cannot be moved once it is in place. Transportation fees may be added to the total cost of the stage.**
- **Those reserving equipment are responsible for reserving the location where equipment is to be placed. Also, those reserving equipment agree to meet Bloomington Parks and Recreation staff at desired location to assure proper placement of equipment.**
- **No posters, banners, signs or other materials can be adhered to the stage without prior approval from Bloomington Parks and Recreation. No tape, glue or adhesive material may be used on stage walls, floors, ceiling or any other part of the stage. Any failure to comply with this provision could result in loss of deposit and possible additional repair charge.**
- **A Bloomington Parks and Recreation site supervisor will remain on site while the stage is in operation. The fee for the site supervisor will be determined by event and staffing availability.**
- **The site supervisor will monitor stage use as well as weather conditions and will have the authority to shut down the stage if conditions become adverse. Adverse conditions include, but are not limited to, winds over 25mph, lightning, rain, and/or use deemed inappropriate or dangerous. If the stage is closed for reasons deemed necessary by the site supervisor, a refund will not be issued. Refunds will not be issued for advance**

cancellations made by renter.

- Full payment (plus deposit) must be received seven days prior to rental date.
- If renter wants to develop its own firearms policy for the duration of the event at its own discretion, a copy of such policy should be provided to the City prior to the event and after the City has approved its application.
- The renting party shall provide the City with a certificate of insurance evidencing general liability insurance in the amount of \$1 million per occurrence and \$2 million aggregate. The policy shall name the City of Bloomington Parks and Recreation Department and the renter as insured parties, and the renter shall provide Parks with a certificate of insurance prior to the commencement of operations under the contract. The renter and its insurer shall notify BPRD within ten (10) days of any insurance cancellation. The individual or organization renting the show mobile agrees to release, hold harmless and indemnify the City of Bloomington, its Parks and Recreation Department, and its officers, employees, agents and assigns from any and all claims that may arise as a result of the individual/organization's use of the show mobile. This includes, but is not limited to, claims for personal injury and property damage, whether such claims may be brought by the renting individual/organization, or by any third party.
- The renting party shall be responsible for compliance with all State laws and regulations, including those governing special events and the use of stages.

**FOR OFFICIAL USE ONLY**

\*\*\*\*\*

Date Application Received: \_\_\_\_\_  
 Equipment Total: \_\_\_\_\_  
 Deposit Total: \_\_\_\_\_

Amount Received:  
 Equipment: \_\_\_\_\_  
 Deposit: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

Deposit Refunded: \_\_\_\_\_

Date: \_\_\_\_\_

Initials of Staff: \_\_\_\_\_

**POLICY RE:            Mobile Stage Rental Policy**

1. The mobile stage will be made available for rent by community, business or private organizations for concerts, theatre, sporting and other special events. All renters must have an approved reservation form to rent the stage. A copy of the form is attached.
2. All reservations will be processed through Bloomington Parks and Recreation, Community Events and will be based on availability of: stage, transport staff and supervisory staff.
3. The mobile stage is only available for use within Bloomington city limits. All stage set ups and locations must be approved, in advance, by the Parks and Recreation Department. Please return the attached form along with the appropriate payment, at least four weeks prior to your event.
4. The mobile stage will be transported, leveled and prepared for use by Parks and Recreation, Operations personnel only and will not be moved once it is in place. The cost for transport is included in the overall cost of the stage
5. A Parks and Recreation supervisor will remain on site during the event while the stage is in operation. The fee for the site supervisor will be determined by event and staffing availability.
6. The site supervisor will monitor stage use as well as weather conditions and will have the authority to shut down the stage if conditions become adverse. Adverse conditions include winds over 25mph and use deemed inappropriate or dangerous by department staff. If the stage is closed for reasons deemed necessary by the site supervisor a refund will not be issued. Refunds will not be issued for advance cancellations made by renters in advance of event date.
7. All stage renters are required to pay, as a minimum, equivalent to fifty percent (50%) of the total rental fee as a deposit at the time of initial reservation. The deposit is refundable provided damage has not occurred to rented facility during use.
8. All rental fees must be paid in full, no less than seven (7) days prior to the date of the renter's scheduled use. If the full fee is not paid within seven (7) days prior to use, Bloomington Parks and Recreation reserves the right to charge a \$25 late fee and/or cancel the reservation.
9. Rental fees may be adjusted to reflect special staffing or equipment needs presented by the nature of the event and/or location.
10. The renting party is in charge and responsible for the conduct of all persons in attendance during the use of the stage. The renter and/or his/her organization will be held financially liable for any resulting damages to the mobile stage and/or property. Any damage charges will be based on equipment replacement and administrative costs, and may exceed the amount of the damage deposit. Renters are required inspect the show mobile at the time of its delivery and communicate any concerns or information about pre-existing damage to the on-site facility supervisor at that time.

11. No furnishings shall be removed from the stage. Nothing may be fixed (temporary or permanent) to the stage in any way, without prior consent from Bloomington Parks and Recreation. This includes banners, poster, signs or other materials. No tape, glue or adhesive materials may be used on stage walls, floors, ceiling or any other part of the stage. Any failure to comply with this provision may result in loss of deposit and possible additional repair charges.
12. **The renting party shall provide the City with a certificate of insurance evidencing general liability insurance in the amount of \$1 million per occurrence and \$2 million aggregate. The policy shall name the City of Bloomington Parks and Recreation Department and the renter as insured parties, and the renter shall provide Parks with a certificate of insurance prior to the commencement of operations under the contract. The renter and its insurer shall notify BPRD within ten (10) days of any insurance cancellation. The individual or organization renting the show mobile agrees to release, hold harmless and indemnify the City of Bloomington, its Parks and Recreation Department, and its officers, employees, agents and assigns from any and all claims that may arise as a result of the individual/organization's use of the show mobile. This includes, but is not limited to, claims for personal injury and property damage, whether such claims may be brought by the renting individual/organization, or by any third party.**
13. The Department Administrator may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group.
14. Bloomington Parks and Recreation reserves the right to refuse any rental application.
15. Bloomington Parks and Recreation employees may not use park property or facilities for personal gain.
16. Alcohol, tobacco, and/or illegal controlled substances may not be used in or on Parks and Recreation equipment, facilities or property.
17. Fireworks, Fireworks, air rifles, paintball guns, bows and arrows, cross bows, swords, and pellet guns, are strictly prohibited on Bloomington Parks and Recreation property. Since July 1, 2011, the City is prohibited from Pursuant to Indiana Code 35-47-11.1-2 and 3, the City is prohibited from enforcing its former policy on firearms in public parks and city facilities as of July 1, 2011 . However, per Indiana Code 35-47-11.1-4(10), the renter may develop and implement, at its own discretion, rules of conduct or admission regarding the carrying and storage of firearms, upon which attendance at and participation in its activities is conditioned. If the renter develops such a policy for its activities at its own discretion, the City may implement and enforce it and the renter is requested to provide a copy of such a policy to the City after its rental application is approved.
18. Renters charging a fee for their event must complete appropriate paperwork before rental is approved.
19. The renter is responsible for securing the necessary noise permit from the City of Bloomington, Department of Public Works (349-3410) if amplified music is played.

20. The mobile stage has two separate electrical systems. Requirements for each and the respective connections for each are listed below:

110 Outlets and Non-Theatrical Lighting

- The minimum power requirement to use the electrical system on the stage is 30 amp/110Volt. The stage uses a Hubble Twist-Lock 30 Amp/110 Volt connector (HBL2611) to power the electrical 110 Volt outlets and non-theatrical lighting on the stage. A 50' power cable with an HBL2611 connector is provided. Also provided is a 6' Hubble-to-pigtail adapter (only to be used by a certified electrician).

Theatrical Lighting:

- The minimum power requirement to use theatrical lighting on the stage is 50 Amp/220 Volt. The stage uses a Hubble Twist-Lock 50 Amp/220 Volt connector (CS6365C) to power the theatrical lighting. A 50' power cable with a CS6365C connector is provided for rentals that include use of the theatrical lighting. Also provided is a 6' adapter cable with a Hubble-to-Leviton 275T and one 6' adapter with a Hubble-to-pigtail (the pigtail adapter is only to be used by a certified electrician).

Under no circumstances are any of the cables provided to be disassembled for temporary conversion. It is the renter's responsibility to ensure that electrical installations are done safely and to code.

**21. All groups or organizations, regardless of affiliation with Bloomington Parks and Recreation, are required to adhere to the above policies.**



# Rental Agreement

Stages Plus, LLC  
2456 N. Forsyth Rd, Orlando, FL 32807  
Orlando: 407.442.0254  
Tampa: 813.321.7428  
Miami: 305.647.6350  
Jax: 904.437.4533  
Fax: 321-445-5560

1. Name of Entity/Renter (*Person, Business, or Organization*)  
taking responsibility for rented equipment: \_\_\_\_\_

2. Address of Entity/Renter (*not delivery location*): \_\_\_\_\_

3. Main Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Contact Person (*meeting us upon delivery*): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

5. Address of *Event Delivery Location*: (room #/inside/outside/ground surface)?  
\_\_\_\_\_

6. What date/time is the earliest we can setup? Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(*please provide the maximum window of time for setup*)

7. What date/time must setup be completed? Date: \_\_\_\_\_ Time: \_\_\_\_\_

8. What date/time is the earliest we can strike? Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(*tear down*)

9. What date/time must strike be completed? Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(*tear down*)

10. What will the rental equipment be used for? \_\_\_\_\_

11. How many people and/or objects will be on or using rental equipment? \_\_\_\_\_

12. Quote # (approved by Renter): \_\_\_\_\_

13. Total Price on Quote: \$ \_\_\_\_\_

14. Customer Notes (optional): \_\_\_\_\_

This rental agreement confirms the terms and conditions to which I (hereinafter referred to as Renter), agree to rent equipment from Stages Plus, LLC.

Stages Plus, LLC will deliver, setup, and pickup the rental equipment listed in the quote provided.

**1. Deposit and Balance Payment** - For the aforementioned services, Renter agrees to pay Stages Plus, LLC the total due stated in the quote or invoice provided. A **50% deposit** and this rental agreement is required to secure the services and/or rental equipment of Stages Plus, LLC. The deposit shall be applied to and guarantee the full performance of all of the provisions of this rental agreement by the Renter, and towards the payment of all sums which now or hereafter become due. **The total remaining balance on the account is due no later than one week prior to the setup date.** If the total remaining balance is not received in full, Stages Plus, LLC reserves the right to not deliver the rental equipment and Renter agrees not to hold Stages Plus, LLC liable for damages of any kind. If the balance on the account is not received when due, Renter agrees that the 50% deposit is forfeited as liquidated damages.

**2. Cancellation Policy:** The 50% deposit is non-refundable if the rental is canceled by Renter within 48 hours of the setup date/time. If payment in full was received and rental is canceled by Renter within 48 hours, 50% of the total invoice will be refunded. There are no refunds for custom built rentals. Once rental equipment has been delivered and setup, any payments made will not be refunded, nor will balances due be waived for any reason in the event that the Renter's event is canceled, rescheduled, or if rental equipment is not used.

**3. Use of Rental Equipment** - Renter agrees that verbal and/or written instructions on how to use rental equipment are understandable and clear, and are the proper and safe manner of which to use the rental equipment. Renter further agrees that the rental equipment is to be used only at the address designated above and only for the purpose listed above. Subleasing or improper use is prohibited. **THERE IS NO WARRANTY EXPRESSED OR IMPLIED FOR FITNESS OR MERCHANTABILITY.**

**4. Improper Use of Equipment** - NO ADHESIVES, NAILS, SCREWS, SIGNS, BANNERS, CURTAINS, FLAGS, ETC. ARE TO BE ATTACHED TO THE INTERIOR OR EXTERIOR OF THE EQUIPMENT. NO ADHESIVES OF ANY KIND MAY BE APPLIED TO THE EQUIPMENT. THIS INCLUDES DUCT, GAFFERS, OR MASKING TAPE. ANY GROUP, ORGANIZATION, OR INDIVIDUAL SO DOING WILL ASSUME FINANCIAL RESPONSIBILITY FOR DAMAGE, INCLUDING REPLACEMENT COST OF THE RENTAL EQUIPMENT. THE EQUIPMENT IS NOT TO BE MOVED OR TAKEN APART UNLESS DONE SO BY STAGES PLUS, LLC EMPLOYEES.

**5. Equipment Failure** - Renter agrees immediately to discontinue use of rental equipment should rental equipment at any time become unsafe or in a state of disrepair, and will immediately notify Stages Plus, LLC of these facts. Stages Plus, LLC agrees in its discretion to make the rental equipment operable within a reasonable time or provide Renter with a like item, if available, or make a like item available at another time, or adjust the rental charges. This provision does not relieve Renter from the obligations imposed by other Paragraphs, including "Responsibility for Equipment" and "Pickup of Rental Equipment". In all events Stages Plus, LLC shall not be responsible for any injury or damage including consequential damage resulting from failure or defect of rented equipment.

**6. Setup and Tear Down of Rental Equipment** - The rented equipment is property of Stages Plus, LLC and is rented for the period of time noted above contingent on one setup and one tear down. *It is the responsibility of Renter to notify Stages Plus, LLC of any setup/tear down time changes within 48 hours. It is also the responsibility of Renter to notify Stages Plus, LLC of any time constraints or delays in venue or loading dock which may delay setup or tear down.* Any delays beyond Stages Plus, LLC's control either in setup or tear down times as originally stated, will be billed to Renter at a rate of **\$45 per hour per employee**. This payment for extra setup/tear down time is due immediately by cash, cashier's check, or credit card (no personal checks). Stages Plus, LLC may enforce its property ownership of the rental equipment and protect its interest under this contract by removing the rental equipment from the location at any time deemed necessary by Stages Plus, LLC. Renter agrees that Stages Plus, LLC or its employee(s) may enter Renter's property or venue location, and hereby waive any right of action against Stages Plus, LLC for such entry to pickup rented equipment.

**7. Liability** - Renter agrees to accept any and all responsibility for liability resulting from the use of the rental equipment during the time of the rental. Renter further agrees to hold harmless Stages Plus, LLC, its elected officials, executive officers, agents, and/or employees from any and all claims including but not limited to damage to property, bodily injury (including death) resulting from the use, operation or possession of the rental equipment, whether or not it be claimed or found that such damage or injury resulted in whole or in part from Stages Plus, LLC's negligence, from the defective condition of the rental equipment or from any cause. Renter agrees that no warranties, expressed or implied, have been made in connection with this rental.

**8. Liability Insurance** – Stages Plus, LLC has obtained a \$1,000,000 liability insurance policy to cover Stages Plus, LLC. Renter shall indemnify and hold Stages Plus, LLC harmless from and against any and all damages and/or liability in excess of or excluded from the liability insurance coverage referenced herein, arising out of or resulting from the use of the rental equipment. Renter agrees that the liability policy that covers Stages Plus, LLC does not cover Renter. If Renter wishes to be covered under a liability insurance policy, it is the responsibility of the Renter to purchase a separate liability insurance policy. If Stages Plus, LLC is required or asked to add any organization or venue as additional insured, additional fees may apply.

**9. Collection Costs** – Renter agrees to pay attorney fees, collection fees, court costs, and any other expenses incurred in collecting any charges under this agreement, in retaking the rented equipment or otherwise in enforcing the terms of this contract.

**10. Unpaid Invoice Late Fee** - If Invoice and or charges hereby reserved as rental fees shall remain unpaid on any day when the same ought to be paid, Renter agrees that an additional \$20 late fee will be charged *per day* past the due date.

**11. Modification of Rental Agreement** - This agreement represents the entire agreement and there are no oral or other agreements outstanding. None of Stages Plus, LLC's rights may be changed and no extension of the term of this contract may be made except in writing signed by Stages Plus, LLC and made a part of this contract.

**12. Choice of Law** - This agreement shall be governed and construed under the laws of the State of Florida.

**13. Responsibility for Equipment** - During the time the rental equipment is in the possession of the Renter and not in possession of Stages Plus, LLC, Renter is held responsible for all rental equipment. If rental equipment is lost, stolen, or damaged under any circumstances while rented, regardless of fault, Renter agrees to pay the fair market value of the goods in the event of their theft, loss, or total damage as an insurer regardless of the cause while the equipment is out of the possession of Stages Plus, LLC. Renter shall be responsible and hereby agree to pay all charges including labor costs to replace or repair the rental equipment. "Total Damage" shall be defined as damage to the equipment, the repair of which would necessitate a cost greater than the fair market value. It is also understood and agreed that Renter shall be responsible for the full rental rate for a period of thirty (30) days from the day of reporting the theft, loss, or total damage, or until Stages Plus, LLC is compensated for the loss of the goods, whichever date shall first occur. Renter shall furnish to Stages Plus, LLC a police report demonstrating that the loss, theft, or total damage of the goods have been reported to the appropriate police agency.

**14. Notice of Loss or Damage** - Renter agrees to report any accident, loss of or damage to the rental equipment to Stages Plus, LLC in writing immediately and not later than 24 hours after such accident, loss, or damage.

**15. Permitting and Licensing** – All permits or licenses are responsibility of Renter. If Renter pulls improper permits or licensing, or if there is a lack of a permit or license, and the equipment is unable to be used due to permitting or licensing violations, no refunds will be due and the full balance will still be due.

**16. Handrails and Guardrails** – It is recommended that handrails and guardrails are used for stages and stairs. If renter has opted out of the use of handrails or guardrails around the stage and stairs, Renter agrees to assume full liability.

**17. Severability** - In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this agreement, but this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.

Renter hereby represents to Stages Plus, LLC that he/she is of legal age and capacity to enter into this agreement either in his/her own right, and is the authorized agent of the named organization. The undersigned hereby acknowledges that they have read the above rental agreement and agree to abide by the rules listed in this rental agreement.

\_\_\_\_\_  
Renter (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter (print name)



## *STAGE RENTAL LETTER OF AGREEMENT*

This letter of agreement confirms the terms and conditions to which I (hereinafter referred to as RENTER), agree to rent the stage provided by The City of Temple, Parks and Recreation Department.

The Temple Parks and Recreation Department will provide the stage and basic lighting system.

For the aforementioned services, RENTER agrees to pay the full rental payment payable to **The City of Temple** to reserve the rental date one week prior to the event date. A \$100.00, refundable damage deposit is due at the time the reservation is made

Mailing address:

Parks and Recreation  
Attention: Stage Rental  
1701 N. General Bruce Dr.  
Temple, TX 76504

The signature below denotes that in all good faith RENTER will abide by the rules and regulations set forth in the attached document, **STAGE RENTAL POLICIES AND PROCEDURES.**

### **RELEASE AND HOLD HARMLESS AGREEMENT**

I agree, by signing this Hold Harmless agreement, to accept any and all liability resulting from the use of the stage during my rental of said unit. I further agree to hold harmless The City of Temple, its elected officials, executive officers, agents, and/or employees from any and all claims resulting from my use of the stage during my rental of said unit.

---

Renter's Signature

---

Date



## STAGE RENTAL POLICIES AND PROCEDURES

To make your reservation, please complete and return the enclosed **RESERVATION FORM**, the signed **LETTER OF AGREEMENT**, the **HOLD HARMLESS AGREEMENT**, and the **RENTAL DEPOSIT**.

### 1. PERFORMANCE DIMENSIONS

- ❖ Basic stage floor 16' x 20'
- ❖ Overall stage depth 16'
- ❖ Stage height from ground 44"
- ❖ Maximum front canopy height from floor 12' x 6"
- ❖ Maximum rear canopy height from floor 9' x 6"
- ❖ 8 leveling jacks/7000 lb. capability

### 2. ELECTRICAL SYSTEM

The stage does not have its own power source. The Renter must provide power if needed.

- ❖ Electrical requirements:  
50-amp/220 volt
- ❖ Professional lighting:  
Six Par 64 cans with C – clamps, 500-watt bulbs, gels and gel frames

### 3. RENTAL RATES

Not-for-profit organizations or individuals not conducting event to make money

- \$ 60 set-up and take-down charge
- \$ 75 1/2 day (up to 6 hrs)
- \$ 150 full day (up to 12 hrs)
- \$ 15 hour for each hour above 12 hours in any one day
- \$ 15 hour extra for each hour using lights
- \$100 damage deposit (due at time of reservation)

For-profit organizations or individuals conducting the event to make money

- \$ 60 set-up and take-down charge
- \$ 150 1/2 day (up to 6 hrs)
- \$ 300 full day (up to 12 hrs)
- \$ 30 hour for each hour above 12 hours in any one day
- \$ 15 hour for staff attendant
- \$ 30 hour extra for each hour using lights
- \$ 100 damage deposit (due at time of reservation)

**ALL FEES ARE DUE ONE WEEK PRIOR TO RENTAL DATE (S)**

**\$100.00 DOLLAR DEPOSIT DUE AT TIME RESERVATION IS MADE**



#### 4. ACCESSORIES

- ❖ Skirts for base of stage
- ❖ One stairway with handrails
- ❖ 4' x 4' sound wing/stage extension skirting (same as standard skirting) made of three quarter inch marine grade flooring with aluminum edging. Two aluminum fold up legs (with multiple leveling adjustments) and spring-loaded bolt for ease of attachment, allows placement anywhere along the perimeter track.
- ❖ 4' x 8' extension available upon request

The City of Temple Parks and Recreation reserves the right to refuse rental of the stage for any event deemed a potential hazard to the stage or its operations, or for any event deemed not in the best interest of The City of Temple or the general public.

The stage may be delivered and/or set up in advance of its use, as agreed upon by the renter, but such delivery and/or setup requires that the renting party furnish security for the unit. **AT NO TIME SHALL THE STAGE BE LEFT UNSECURED.**

The stage is big and heavy, and high. The trailer is the size of a medium semi trailer and requires a half-ton truck to pull it. If in doubt as to whether the unit will fit where you want it you may ask our technician to inspect the site for you. Any damage to the site where the stage is used will be the responsibility of the Renter.

If the unit does not fit and the activity does not take place, the rental payment is refundable.

The Renter shall have a representative present at the site when the unit is scheduled to arrive. This representative is to oversee placement of the unit and to accept delivery.

**NO ADHESIVES, NAILS, SCREWS, SIGNS, BANNERS, CURTAINS, FLAGS, ETC.... ARE TO BE ATTACHED TO THE INTERIOR OR EXTERIOR OF THE STAGE. NO ADHESIVES OF ANY KIND MAY BE APPLIED TO THE STAGE FLOOR. THIS INCLUDES DUCT, GAFFERS, OR MASKING TAPE. ANY GROUP, ORGANIZATION, OR INDIVIDUAL SO DOING WILL ASSUME FINANCIAL RESPONSIBILITY FOR DAMAGE, INCLUDING REPLACEMENT COST OF THE UNIT.** Chairs, tables music stands, etc. are not provided.

At all times when the stage is in use, all City and/or County ordinances regarding noise, traffic, parades, etc., shall be strictly obeyed by stage staff and the renting organization. The stage staff has the power to stop the program if for any reason there is potential danger to the equipment or to the staff, e.g., winds exceeding 30 mph, unruly behavior of the crowd or the performers, etc. The renting organization is responsible for obtaining any necessary City or County permits.

#### **CANCELLATION POLICY**

- ❖ For a full refund, cancellation by the renting party must be made at least five working days prior to the rental date.
- ❖ In the event that no such cancellation is made, the full rental payment shall be forfeited. In the event that The City of Temple cannot fulfill its part of the agreement, the rental fee shall be refunded in full. The City of Temple cannot be held further liable.



## RESERVATION FORM

1. Name of organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
3. Address: \_\_\_\_\_
4. City/State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Person who will meet the stage on delivery: \_\_\_\_\_  
Contact #: Cell phone if possible: (\_\_\_\_) \_\_\_\_\_
6. Where do you want the stage set up? \_\_\_\_\_  
\_\_\_\_\_
7. Do you want our technician to inspect the site prior to rental \_\_\_\_ Yes \_\_\_\_ No
8. Date of activity: \_\_\_\_\_ Time of activity: \_\_\_\_\_ to \_\_\_\_\_
9. Setup date: \_\_\_\_\_ Time of setup: \_\_\_\_\_
10. Takedown date: \_\_\_\_\_ Time of takedown \_\_\_\_\_
11. Size of group that will be on the stage: \_\_\_\_\_
12. Power source to be used: \_\_\_\_\_ 220 Volts AC
13. Please check which of the following equipment you will need: \_\_\_\_ Skirts  
for base of stage  
  - \_\_\_\_ One stairway with handrails
  - \_\_\_\_ 4' x 4' sound wing/stage extension skirting
  - \_\_\_\_ Roof & backdrop

# DRAFT:

*Please review carefully. These rules are based off Washtenaw County's Rules, then adjusted to fit the Township. Please read ALL rules and make sure they are rules you would like to use. Anything you want to see removed markup and send back.*

## Geocaching Policies and Guidelines

### Ypsilanti Township Parks and Recreation Department: Geocaching Policy

The Ypsilanti Township Parks and Recreation Department is pleased to support the sport of Geocaching. We also recognize the need to maintain a safe and aesthetically pleasing park system while protecting the county's natural resources for residents' enjoyment.

If you desire to place a cache or have already done so, in a Ypsilanti Township park or preserve, please note that Ypsilanti Township has developed guidelines for placement and maintenance of caches. The purpose of the guidelines is to protect natural areas and the safety of all visitors, as well as to provide for the future use of county-owned lands by geocachers. Permits, obtained at no cost, are required to place a cache on Township-owned public parks and preserves.

#### General Information

- Participants will comply with all guidelines for both the Geocaching.com and Michigan Geocaching organizations.
- Participants will comply with all Ypsilanti Township [park](#) and [preserve](#) rules.
- The Parks and Recreation Department reserves the right to remove any cache, registered or unregistered, without notification.
- Please help maintain our parks and preserves by practicing Cache In, Trash Out (CITO).

#### Geocache Seeking Guidelines

- Please do not disturb the surrounding environment in any way.
- Respect existing trails and do not create any new ones.

#### Geocache Placement Guidelines

- To place a cache in a Township park, you must be granted a permit. Permits are free and may be obtained online by viewing the (Insert our link here, this one is the

county's) [Geocaching Placement Permit Application \(PDF\)](#), or in person at:  
Ypsilanti Township Tilden R. Stumbo Center

7200 S Huron River Dr

Ypsilanti, MI 48197

- Forms may be submitted electronically, in person, or mailed to:

Attention: Residential Services Department

7200 S Huron River Dr

Ypsilanti, MI 48197

Process for placing a cache:

- File permit and obtain permission from Park Commission or their designee, for the location of the cache. All geocaches must be registered prior to placement and publication. Due to sensitive areas within our parks and preserves, the location of the cache is subject to approval. Upon receipt of the permit application, the cache location(s) can either be approved or rejected or require modifications to the location of the cache.
- Upon approval, the cache can be placed. Place the cache according to the permit and the geocaching organization's guidelines.
- Register your cache on [geocaching.com](#) and submit it for publication. You will need to provide the cache reviewer with a copy of your approved permit before the cache will be published.
- Place the cache so people can use the established trails as much as possible.
- Think safety! Place your cache in a safe area, thinking about the safety of the people who will be searching for the cache.
- Cache locations must be naturally occurring hiding spots. There can be no trees cut, pruned, or have things attached to them with nails, screws, or other fasteners; holes dug; vegetation removed or planted; nor new items brought in such as sculptures, boxes, etc. No caches can be placed in birdhouses, nests, or animal dens.
- Containers and hiding locations should be chosen wisely to avoid citizen alarm. Containers must be waterproof or sealable with a size no greater than 8 by 12 by 18. Clear (see-through) containers are preferred. The use of all pipe, PVC, and metal is forbidden.

- Caches can remain in place for one year from the date of the approved permit. After that date, the cache must be removed or re-permitted. This is done to protect areas from foot traffic.
- Parks and Recreation staff must be notified when a cache is removed and/or archived.
- Please note that prescribed burns are conducted in County Parks and Preserves; staff will notify cache owners of planned burns at least several days in advance of possible burns.
- Offensive, illegal or dangerous items are not allowed in any cache.
- Caches placed to promote commercial, political, religious, or other social agendas are also not allowed.

# DRAFT:

*Please review carefully. These rules are based off Washtenaw County's Rules, then adjusted to fit the Township. Please read ALL rules and make sure they are rules you would like to use. Anything you want to see removed markup and send back.*

## Geocaching Rules

These rules are general rules for all of our parks and may differ slightly at each location.

Please check your desired location for additional information.

- The parks are open Dawn to Dusk – any vehicles remaining in the park after dusk will be locked in and required to call the Sheriff's Department to get out, the number is on the gate.
- Swimming is not permitted anywhere, in any of our parks.
- Pets must be kept on a leash at all times while in the park. Owners must clean up after their pets.
- Camping is prohibited.
- Fires are allowed only within receptacles approved and designated for such purposes.
- Tents and Canopies require a special permit.
- Any form of gambling, lottery, or game of chance on park property is prohibited.
- Alcohol possession and consumption of alcohol is not allowed in Township Parks.
- The speed limit in the park is 15 miles per hour. Motor-driven vehicles are allowed only on roads and in parking areas.
- Parking vehicles must be done in designated parking areas.
- It shall be unlawful for the operator of a vehicle to stop, stand, or park such vehicle upon any roadway or in a parking area in such manner as to form an obstruction to traffic thereon.
- No person shall fire, discharge, or have in their possession any rocket, firecracker, torpedo, squib, other fireworks, or any substance of an explosive nature on park property.

- Amplified sound must be maintained at a level so as not to breach public peace of the facilities.
- It shall be unlawful for any person to engage in any violent, abusive, loud, boisterous, vulgar, lewd, wanton, obscene, or otherwise disorderly conduct tending to create a breach of the peace, or to disturb or annoy staff or other patrons, while in or on any property administered by or under the jurisdiction of the Commission.
- No person shall at any time bring into or upon the properties of the Commission, nor have in their possession, nor discharge a bow or other weapon that discharges projectiles either by air, explosive substance, or any other force. Provided, however, that this section shall not apply to any deputy sheriff, police officer, peace officer, or other duly appointed enforcement officer while carrying out the duties and responsibilities of their position.
- Hunting is not allowed in any Township Park.
- Defacing or Removal of Park Property, including wildlife (plant or animal) is prohibited.
- No person shall upon park property:
  - Cut, pick, gather, uproot, remove, or destroy any tree, branch, sapling, bush, shrub, foliage, flower, plant, or grass, whether alive or dead, or chip, blaze, box, girdle, trim, or otherwise deface or injure any tree or shrub
  - Remove or cause to be removed any sod, earth, humus, peat, boulders, gravel, or sand without written permission of the Commission.
- Nothing in these rules shall:
  - Prohibit or hinder duly authorized agents of the Commission or the Sheriff's Department from performing their official duties
  - Prohibit the Commission, director, or park manager from establishing emergency rules required to protect the health, welfare, and safety of park visitors to protect park property, and to maintain order.
- Ford Lake Park Only: Personal Watercraft motor vehicles admitted into Ford Lake Park. You may transport a maximum of two jet skis. Personal watercraft must be off of the water one hour prior to sunset.