

**TOWN OF WHITESTOWN
PARKS AND RECREATION**

MOBILE STAGE RENTAL POLICY AND INFORMATION

General Requirements to Rent Mobile Stage

1. The Mobile Stage may only be rented in Boone County*. In addition, the Town of Whitestown or Whitestown Parks and Recreation Department may allow the Mobile Stage to be used as part of an event in which the Town is a sponsor, partner, or participant, under terms and conditions consistent with this policy and approved by the Parks and Recreation Director.
2. Complete and submit an “Application and Agreement for Rental of Mobile Stage” to the Whitestown Department of Parks and Recreation. Application must be received at the Municipal Complex at least three (3) months in advance of proposed event date.
3. Fifty percent (50%) of Mobile Stage rental rate shall be paid as a deposit with the submitted application.
4. Renter is responsible for reserving the location where the Mobile Stage will be placed for proposed event (Boone County locations only).
5. Renter must visit the proposed location with a member of the Whitestown Department of Parks and Recreation staff to determine mobile stage placement and layout for proposed event.
6. Full payment must be received no less than thirty (30) days prior to the date of event.
7. Renter must provide required Certificate of Insurance no less than two (2) weeks prior to event.
8. Renter is required to fill out and obtain an Amusement and Entertainment Permit: <https://www.in.gov/dhs/2795.htm>

Rates

Classification	Rates	Transportation/Set-Up	Deposit (1/2 of Rental)	Total Cost
Mobile Stage	\$1,000/day	\$500 (one-time)		
Lighting	\$200 (one-time fee)			
Certified Staff *need determined during booking	\$35/hour			
TOTAL				

Mobile Stage Rental Policy

1. Rates are only valid for a single day rental of the equipment. Multi-day rentals will be negotiable on a case by case basis.
2. The mobile stage will only be made available for rent by governmental entities or 501(c) non-profit entities for concerts, theatre, sporting, and other special events in Boone County. All renters must have an approved reservation form/agreement to rent the stage. A copy of the form is attached.
3. All reservations will be processed through Whitestown Parks and Recreation, and will be based on availability of stage, transport staff, and supervisory staff.
4. The mobile stage is only available for use within Boone County, IN. All stage set ups and locations must be approved, in advance, by the Parks and Recreation Department.
5. The mobile stage will be transported, leveled and prepared for use by Certified Whitestown Parks and Recreation personnel only and will not be moved once it is in place. The cost for transport and setup is included in the overall cost of the stage.
6. 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, and **is in addition to the rental fee.**

7. 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, lightening, and use deemed inappropriate by department staff. If the stage is closed for reasons deemed necessary by the site supervisor a refund will not be issued. The renting entity shall also monitor site conditions.
8. All rental fees must be paid in full, no less than thirty (30) days prior to the date of the renter's scheduled use. If the full fee is not paid within thirty (30) days prior to use, Whitestown Parks and Recreation reserves the right to cancel the reservation.
9. If you must cancel your reservation of the stage you must do so more than 30 days prior to your scheduled event to receive a full refund. If you cancel within thirty days of your event you will either receive a 50% refund or the option to reschedule your reservation within one year.
10. Rental fees may be adjusted to reflect special staffing or equipment needs presented by the nature of the event and/or location.
11. 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 responsible for inspecting the mobile stage 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.
12. 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 Whitestown 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.
13. **The renting party shall provide the Town 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 Town of Whitestown 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 Whitestown within ten (10) days of any insurance cancellation. The individual or organization renting the mobile stage agrees to release, hold harmless and indemnify the Town of Whitestown, 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 mobile stage. 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.

14. Whitestown Parks and Recreation may require the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group.
15. Whitestown Parks and Recreation reserves the right to refuse any rental application.
16. Whitestown Parks and Recreation employees may not use park property or facilities for personal gain.
17. Available Equipment:

LIGHTING:

- 16-Chauvet Colorado 1 Tri IP LED Light Fixture

18. Renter is obligated to ensure all power needs for the stage. It is the renter's responsibility to ensure that electrical installations are done safely and to code.
19. All groups or organizations, regardless of affiliation with Whitestown Parks and Recreation, are required to adhere to the above policies.

***The town of Whitestown, Town Manager, and/or Parks Director has the right to make reasonable exceptions, and allow the stage to travel outside of Boone Co.**

Application and Agreement for Rental of Mobile Stage

Name of Person or Group Reserving Mobile Stage _____

Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Cell Phone _____ Evening Phone _____

Event Being Reserved For: _____ Location Set-Up: _____

Date Requested For Set-Up: _____ Set-Up Time: _____ am pm

I hereby affirm that the information I have provided is true and correct to the best of my knowledge, and that I will comply with all of the Whitestown Parks and Recreation Department rules, regulations and policies for the portable stage including, but not limited to the Mobile Stage Rental Policy. I have received and reviewed the Mobile Stage Rental Policy, which is incorporated herein by reference and made a part of this agreement, and is binding on the renting party. Breach of the Mobile Stage Rental Policy by the renting party is considered a material breach of this agreement.

I agree to pay for any and all damages or missing equipment that occurs during the reservation of the mobile stage. The portable stage reservation includes set-up and tear-down by Whitestown staff. I acknowledge that the maximum allowable weight for the stage is 200 lbs. per square foot and agree to not to exceed the maximum allowable weight.

Deposit in the amount of half the rental is due at the time the reservation is made. The reservation fee is due in full thirty (30) days prior to reservation date. I also understand that I am responsible for the fee associated with the site supervisor provide by Whitestown. The fee for the site supervisor will be determined by event and staffing availability.

The mobile stage must be as it was when it was delivered and set-up. Upon inspection, if the mobile stage is in good condition and nothing is damaged or missing, the deposit will be returned in full to the customer. If it does not pass inspection, the customer will relinquish the deposit. 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 individual or organization renting the mobile stage agrees to release, hold harmless and indemnify the Town of Whitestown, 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 mobile stage. 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. Whitestown's liability or responsibility shall in any event not exceed the amount of the rental fee paid by renter.

The undersigned, on behalf of the renting party read this Application and all other related materials and acknowledges, understands and agrees that : (1) they have not relied upon representations of Whitestown; (2) the renting party is fully advised of the potential dangers of the above-mentioned activity/event; (3) the mobile stage is being provided "AS IS" and Whitestown is not making and has not made any warranties of any kind or character, express or implied, with respect to the mobile stage (3) the undersigned is signing this document voluntarily and with full knowledge of their actions and has legal authority to sign this Application on behalf of the renting party; and (4) that the renting party agrees to abide by the terms and conditions contained herein, including but not limited to, the Mobile Stage Rental Policy.

IN ADDITION, THE UNDERSIGNED ON BEHALF OF THE RENTING PARTY HEREBY REPRESENTS AND WARRANTS THAT THE UNDERSIGNED HAS READ THIS DOCUMENT AND UNDERSTANDS THE RULES AND REGULATIONS SET FORTH IN THE MOBIL STAGE RENTAL POLICY.

The Renting Party:

By: _____ Date: _____

(Printed Name and Title)

*****Do not write below, for staff use only*****

Application taken by : _____ Date: _____

Deposit: _____ Paid: Check# _____ Cash _____

Total Reservation Fee (Including Transportation Fee and Staff): \$ _____

Paid: Check# _____ Cash _____

Date Paid in Full: _____ Condition of Equipment When Returned:

Staff person(s) in charge of set-up and tear-down: _____

Time Stage is reserved for: _____