

### USAGE & FEES

Civic or non-profit Racine community organizations and associations, etc. may request usage of the Stage-on-Wheels on a rental basis. Private usage will not be permitted. The rental fees are based upon where the Stage-on-Wheels will be used. Delivery/pick up time/days are limited. Use of the stage must be within City limits. Each rental of the Stage-on-Wheels, without exception, requires a paid deposit. Provided there is no damage to the stage, the deposit will be refunded. Fees are based on present projected cost and are subject to change.

#### **PUBLIC PROPERTY**

One Day Event/Use: \$350.00  
Additional Day Event/Use: \$150.00  
Additional Staging: \$50.00  
Deposit: \$250.00

#### **PRIVATE PROPERTY**

One Day Event/Use: \$600.00  
Additional Day Event/Use: \$275.00  
Additional Staging: \$50.00  
Deposit: \$250.00

***Additional moves requested during event may be denied.  
If approved, user will be charged costs incurred by the department.***

### INSURANCE

The sponsoring civic, non-profit community group, organization, association, etc., hereby agrees to provide the City with general liability insurance in the minimum amount of \$1,000,000.00 per occurrence, combined coverage, for this event, as evidenced by a Certificate of Insurance submitted to the PRCS department, and naming the City of Racine as additionally insured for purposes of the use of the Stage a minimum of ten (10) business days prior to the rental date. A sample is available upon request.

### PAYMENT

Payment along with the certificate of insurance must be received by PRCS (800 Center Street, Room 127, Racine, WI 53403) at the time of request with a minimum of ten (10) business days prior to the rental date. Failure to meet this deadline will result in denial/cancellation of the rental agreement.

An additional fee will be assessed based on actual incurred costs if clean up is required, or additional moves of the stage is needed. These costs will be billed to the organization listed on the rental agreement. PRCS reserves the right to deny movements.

### PLACEMENT

In completing the diagram showing the requested site location of the Stage-on-Wheels, the Parks department must receive assurance from the renter that the placement can be made without having to maneuver onto an uneven surface condition or into an unreasonable location, which could result in jack-knifing and/or possible damage to the unit. Organization must have a representative available at placement site at the time of delivery.

Any changes in the stage location will result in additional charges based on the department's actual incurred costs. Changes to the original request can be made ONLY if staff is available to effect the change. This includes the opening & closing of the stage. The Department reserves the right to limit placement of the unit. Only City personnel are allowed to move and open/close the Stage-on-Wheels.

Due to unforeseeable weather conditions, the Department reserves the right to cancel all rentals.

User will be responsible for any damage to the unit resulting from its usage during an event or activity from the time of placement until pick-up.

Placement and pick up must occur before 2:00 p.m. For weekend use, the Stage-on-Wheels will be delivered prior to 2:00 p.m. on Friday, and picked up prior to 2:00 p.m. on Monday.

### SOUND EQUIPMENT

Sound equipment **will not** be provided with use of the Stage-on-Wheels.

**AMPLIFIED MUSIC**

When amplified music is used in conjunction with use of the Stage-on-Wheels, the renter must obtain an Amplified Music Permit prior to the event. To obtain this permit, the renter must submit to PRCS a consent petition with 51% of those citizen's signatures and addresses who live in homes adjacent to the park and who will be affected by the music (where applicable).

**ELECTRIC**

Where electricity is required, use must be approved by PRCS prior to placement and should be identified at time of request. Electrical connection is the responsibility of the user.

Electric supply cord is provided but limited to 100 feet. User must arrange any need beyond this distance. Long distance runs are not recommended. Use may be denied if distance is too far from electrical source.

**NOT-FOR-PROFIT STATUS**

At the time of application, the organization or association must provide PRCS sufficient verification showing their official not-for-profit status.

**OFFICIAL USE**

Use of Stage-on-Wheels for Unified School District activities must be requested in writing by official school personnel for an official school sponsored activity. Fee will be waived in accordance with the reciprocal agreement between PRCS and RUSD. RUSD will be responsible for any overtime costs accrued.

**OPENING/CLOSING OF STAGE**

The stage is delivered closed and locked. Only City of Racine personnel as assigned by PRCS may unlock/open and lock/close the stage. You must indicate the date(s) and the specific time(s) the stage will be in use. PRCS will have a staff member arrive on site to open & close the stage on the specific dates/times specified on the application. Additional day/use fee will be incurred should you require the stage to be opened and closed more than once. The stage may not remain open during non use times (i.e. overnight for use on a 2nd day).

# Stage-on-Wheels Reservation Application



City of Racine, Parks, Recreation & Cultural Services  
800 Center Street, Room 127  
Racine, WI 53403  
(262) 636-9131  
www.cityofracine.org/ParksRec



Like Us on Facebook

[www.facebook.com/RPRCS](http://www.facebook.com/RPRCS)

## ORGANIZATION/CONTACT INFORMATION:

Purpose of Reservation/Name of Event: \_\_\_\_\_

Name of Sponsoring Organization/Individual: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

## DELIVERY INFORMATION (must be on a non-holiday weekday and picked up/delivered prior 2 pm)

Delivery Location: \_\_\_\_\_ Location Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

DELIVERY Date: \_\_\_\_\_ DELIVERY Time: \_\_\_\_\_ PICK-UP Date: \_\_\_\_\_ PICK-UP Time: \_\_\_\_\_

## OPEN/CLOSE/USE INFORMATION

Date Stage to be OPENED: \_\_\_\_\_ OPENING Time: \_\_\_\_\_ CLOSING Time: \_\_\_\_\_

*Additional Day Charge for each additional opening/closing date &/or time.*

Additional OPENING Date: \_\_\_\_\_ OPENING Time: \_\_\_\_\_ CLOSING Time: \_\_\_\_\_

## ADDITIONAL INFORMATION

Is additional staging needed?  Yes  No *If yes, additional fee applies.*

Will amplified music be played?  Yes  No *If yes, an Amplified Music Permit is required. Ask PRCS if a petition is required.*

Will electricity be needed?  Yes  No *If yes, describe source and location: \_\_\_\_\_*

**Attach verification of not-for-profit status.**

## RENTAL AGREEMENT

In consideration of the mutual covenants herein agreed to, the agency indicated above hereby agrees to indemnify and hold harmless the City of Racine, its departments, officers, agents and employees for any costs, damages, expenses or liability for bodily injuries, death or property damage arising out of the sponsoring agency's use of the Stage on Wheels.

The sponsoring agency indicated above, hereby agrees to provide the City with general liability insurance in the minimum amount of \$1M per occurrence, combined coverage, for this event, as evidenced by a Certificate of Insurance submitted to the Racine PRCS department.

It is also understood that the placement of the stage on wheels must be accomplished without having to maneuver into tight or unreasonable locations. The city reserves the right to limit or change placement of unit where conditions deem it necessary. Due to unforeseen events, unfavorable weather conditions, or storm damage clean up, the City may cancel the rental at its sole discretion. Sound equipment will not be provided. When amplified music is used, a permit is required. Where electricity is required, use must first be approved by PRCS prior to placement and should be identified at time of request. Electrical connection is the responsibility of the user.

The agency indicated above assumes responsibility for any and all damages to the Stage-on-Wheels and/or to its contents or equipment from time of delivery. It is the agency's responsibility to verify the presence of all equipment at the time of placement of the stage. Failure to verify shall be deemed an affirmation that all equipment is delivered. Failure to adhere to stated policies in this rental agreement will result in immediate termination of rental and future rentals.

\_\_\_\_\_  
**Signature of Authorized Agency Representative**

\_\_\_\_\_  
**Date**

**COMPLETE DETAILED DIAGRAM ON REVERSE SIDE.**

**STAGE-ON-WHEELS PLACEMENT DIAGRAM LOCATION FORM - COMPLETION REQUIRED**

**OFFICE USE ONLY**

**PUBLIC PROPERTY:**

- One Day Event/Use \$350.00
- Additional Day Event/Use \$150.00
- Additional Staging \$50.00
- Deposit \$250.00 (always required)

Dept. Assessment  
(fee varies on labor  
assignment):      \$ \_\_\_\_\_

Assessment Cost:  
(Man power)      \$ \_\_\_\_\_

**PRIVATE PROPERTY:**

- One Day Event/Use \$600.00
- Additional Day Event/Use \$275.00
- Additional Staging \$50.00
- Deposit \$250.00 (always required)

Dept. Assessment  
(fee varies on labor  
assignment):      \$ \_\_\_\_\_

Assessment Cost:  
(Man power)      \$ \_\_\_\_\_

**GRAND TOTAL: \$** \_\_\_\_\_

- COI Rcv'd (required)
- Verification of Non-Profit Status Rcv'd (required)
- Petition Amplified Music Permit Rcv'd (if applicable)
- Paid in full (required)

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Staff:** Once all requirements have been met & payment has been processed, immediately scan the reservation form and diagram and email to both Slade Smith & Mike Willis.

All S.O.W. reservations requests are entered into Rec Trac through Facility Reservations. Search for "MOBILE".