



CITY OF BULLHEAD
Recreation Division
Desert Community Stage Rental Form

Title of Event: _____ Event Date: _____

Location: _____

Name of Organization/Individual: _____

Resident _____ Non-Resident _____ Profit _____ Non-profit _____

Responsible Contact Person: _____

Cell Phone: _____ Day Phone: _____ Evening Phone: _____

Email Address: _____

Estimated Number of Participants (including spectators): _____

Delivery Date: _____ Delivery Time: _____

Pick-Up Date: _____ Pick-Up Time: _____

List the name of secondary contact and telephone number for day of event:

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

STAGE RENTAL FEES:

Per Day Rental Fee:

Individual: \$500.00 x (number of days) _____	=	\$ _____
Non-Profit: \$400.00 x (number of days) _____	=	\$ _____
Commercial: \$1,000.00 x (number of days) _____	=	\$ _____
Delivery/Set-Up/Pick-Up: \$260.00		\$ _____
Tenant User Liability Insurance Fee		
Cost based upon type of event: \$ _____		\$ _____

Reservation Fee is to reserve the date and will be retained by the City if the rental is cancelled by the renter less than fourteen (14) days before the schedule date of use. The reservation fee will be credited towards the rental fee.

Reservation Fee: \$100.00 \$ _____

TOTAL FEES: \$ _____

NOTE: Prior to approval of the Stage use, the City must approve all event sites due to the size of the unit and vehicle that pulls it.

Below please specify the exact location the Stage is to be delivered to and include direction to face. (Please provide a site plan or drawing with your application.) The user must be present at the event site at the time the Stage is scheduled to arrive to assist with orientation of the Stage, accept delivery, and inspect the Stage with City staff for cleanliness and existing damage. Stage delivery, set-up and pick-up require two (2) workers and takes approximately four (4) hours each.

Once the Stage is delivered and set-up, the stage will remain in place for the duration of the event. User will be provided a name and contact information of a City staff person should the User experience a problem with the Stage.

I have read the Desert Community Stage Use Guidelines that are controlled by the City of Bullhead City, Arizona and agree to abide by them.

Applicants Signature

Date

Recreation Superintendent

Date

RULES OF USE FOR STAGE:

1. City authorized staff is required for towing the Stage to and from the proposed event site and all set-up and take down.
2. All electrical connections must be within 20' of the rear of the Stage.
3. Stage hydraulics, breaker boxes and all other Stage mechanical equipment and controls will be operated only by City staff.
4. No alterations may be made to the stage. Decorations or banners may be attached only through the provided openings in the canopy or to the truss beneath the Stage deck by string, rope or a method approved by the City.
5. The User is responsible for the clean-up of the Stage at the end of the rental period and prior to Stage removal by City staff. Clean-up must include sweeping the stage floor, mopping and removing all spills with water and mild cleaning detergent only, and removal of all decorations, attachment materials and trash. User is responsible for providing cleaning materials.
6. User must apply for and obtain applicable permits from any other governmental agencies or written consent from private property owners for placement of the Stage. Other permits may also be required by the City.
7. The use of any kind of tobacco products, alcoholic beverages or other intoxicating substances is not permitted on the Stage or extensions.
8. Equipment must be carried or rolled, not slid, across stage floor. Risers and other heavy equipment must be placed on protective approved cushioning or coasters provided by the User.
9. Covering of Stage graphics is prohibited.
10. If the Stage must be on location outdoors overnight, the Stage must be closed by City staff only. The Stage will be re-opened by City staff. There are additional fees for this service.
11. When the Stage is closed but remains at the event site overnight, the User must provide City approved security personnel on-site and equipped with forms of communication approved by the City. If City is not satisfied with the User proposed security, the City may choose to provide security with a sworn officer, a contract security person or a City staff member, at the expense of the User.
12. At all times when the mobile stage is in use all City ordinances must be followed, including those regarding noise, traffic and gatherings.
13. User is responsible for ensuring that all activities are properly controlled and supervised to prevent damage to the Stage.
14. Failure to follow rules will result in forfeiture of deposit and potential loss of future use privileges.

The renter agrees to pay for any and all damages, theft or loss to the Stage and it's accessories between the time the City completes set-up and take-down of the Stage. The renter agrees to hold the City of Bullhead City harmless and will indemnify Bullhead City for damages sustained as a result of an injury or property damage for which Bullhead City May be held responsible as part of this rental application for use of City property. I have read and understand all of the rules and guidelines and will abide by all conditions of use as written.

Applicant's Signature: _____ Date: _____

Rental Application Approved By: _____ Date: _____

Site Location Approved By: _____ Date: _____