Print Form

City of Brentwood
Parks and Recreation Department
35 Oak Street
Brentwood, CA 94513
(925) 516-5444 • (925) 516-5445 FAX
www.brentwoodca.gov

THE CITY OF BRENTWOOD

Reservation #: _____

Date Received: _____

Rental Classification:
☐ Resident ☐ Non-Profit (501c3)
☐ Non-Resident ☐ Commercial

Mobile Stage & Portable Bleachers Reservation Application

Name of Event: _____ Expected Attendance: _____

Location of Event: _____

Organization/Agency: _____ Email: _____

Contact Name: _____ Day Phone: _____

Mailing Address: _____
Street City Zip Code

On-site contact person (if different from contact): _____

Work phone: _____ Cell Phone: _____ Home Phone: _____

Detailed description of the event: _____

_____

Date of equipment set-up: _____ Time set-up to be completed: _____

Date of event: _____ Start time: _____ End Time: _____

Date of equipment pick-up: _____ Pick-up time: _____

Bleachers requested (300 person capacity per bleacher): ☐ 1 ☐ 2 ☐ 3

Stage size requested (see back for layout options & dimensions): ☐ #1 ☐ #2 ☐ #3 ☐ #4

Check all additional items required for a mobile stage rental:

☐ Skirting around stage
☐ Onboard system generator
(If no, you will need either a portable generator or existing electrical power - see notes below for more details.)

*****Please note:***

- An electrical hook-up or a generator must be within 15' of the mobile stage
- Renter must provide the City with a diagram indicating the location of mobile stage and electrical hook-up
- Security plan must be provided if the stage is rented overnight

Note: Due to overall length (approx. 60') and height (approx. 14') of the mobile stage and truck, careful consideration must be given to the access route and location of your event. The renter must provide a map or sketch of where the mobile stage will be set-up. In case of last minute changes or emergencies, please call 516-5444 from 8:00 a.m.- 5:00 p.m., Monday through Friday. In addition to this form, applicant must possess a Park Use Permit and/or a Special Event Permit for the same date, time and location of stage set-up, unless placed on private property. These permits may be obtained at the Parks and Recreation Department.

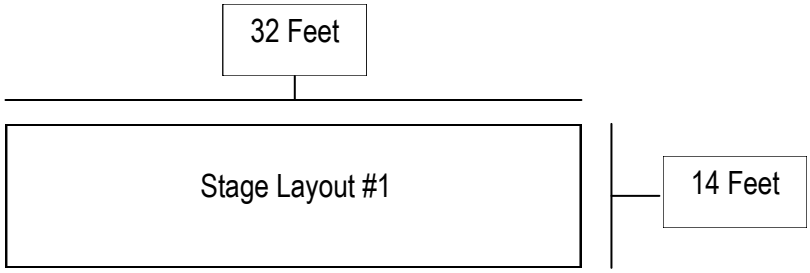
Liability Waiver: I hereby certify that I shall be responsible for my organization for damage sustained or cost incurred by the City of Brentwood because of my or my organizations use of the mobile stage or portable bleachers. I have read and received the Mobile Stage & Portable Bleachers Reservation Application, Mobile Stage & Portable Bleachers Use Policy & Procedures, and Mobile Stage and Portable Bleachers Fee Schedule, of the City of Brentwood and agree to abide by them.

I also agree to defend, indemnify, and hold harmless the City of Brentwood and it's employees; from any claim damage, lawsuit, liability, cost or expense that may arise during or be caused, in any way, by such use of the City of Brentwood mobile stage and portable bleacher.

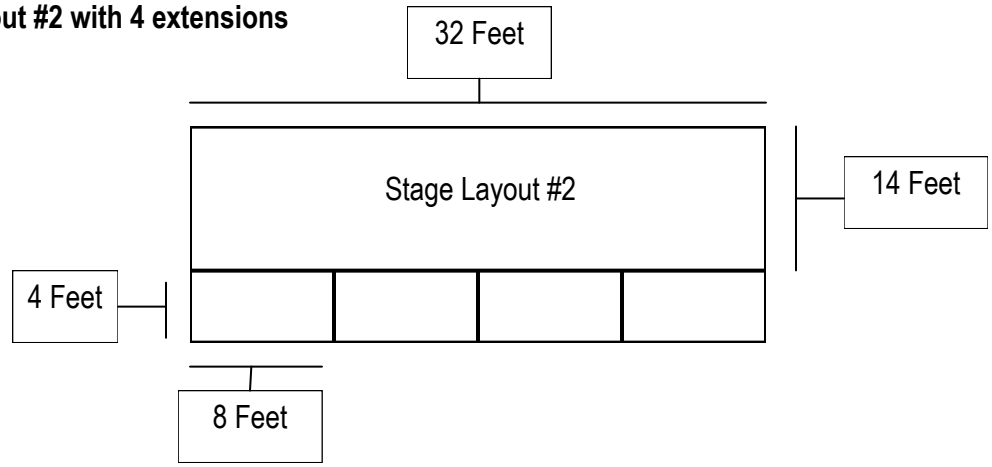
Signed: _____ Date: _____

Mobile Stage Layouts

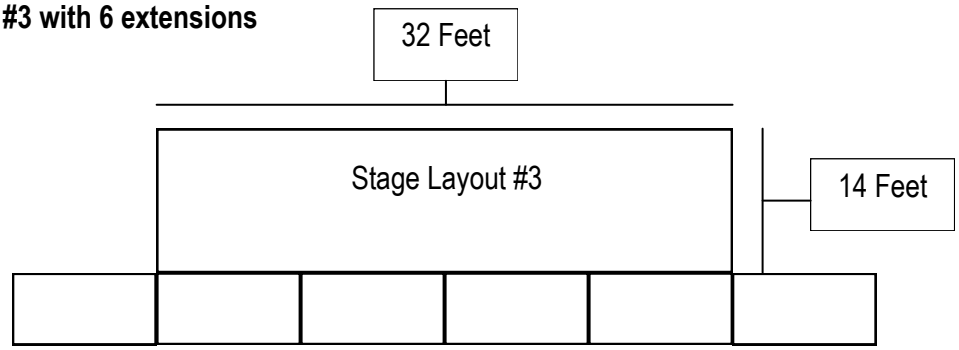
Stage Layout #1



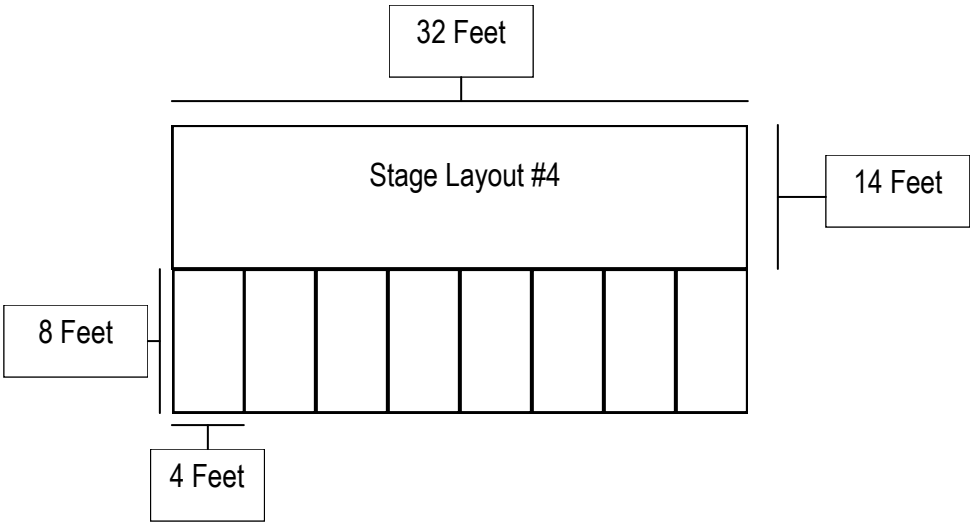
Stage Layout #2 with 4 extensions



Stage Layout #3 with 6 extensions



Stage Layout #4 with 8 extensions



Mobile Stage & Portable Bleachers: Use & Policy Procedures

Rental Arrangements: _____ **(initial)**

A **Mobile Stage & Portable Bleacher Reservation Application** form must be submitted with the application fee and deposit to reserve the stage and/or bleachers. The completed form must be received thirty (30) days in advance of the event date. The form is available at the City of Brentwood Parks and Recreation Department, 35 Oak Street, Brentwood, CA, 94513. For additional information, call 925-516-5444. The mobile stage and portable bleachers are rented on a first-come/first-serve basis, with the City of Brentwood having first priority, BUSD & LUHSD having second priority, and co-sponsored events having third priority. Reservations may be made up to one calendar year in advance. The mobile stage and portable bleachers are for rental only within the Brentwood city limits.

Cancellation Policy: _____ **(initial)**

All cancellations must be done in writing. Cancellations by telephone will not be accepted. The cleaning/security deposit will be refunded if the mobile stage is clean and in the same working condition as received by the renter. The **renter/organization will be assessed and be liable for all costs, even if they exceed the deposit.**

100% Rental deposit and fees are refunded if cancellations are made 6 months or more prior to your rental date, less the Cancellation Fee.

Cancellations less than 6 months, but more than 4 months prior to your rental date, 15% of your **total deposit** will be retained in addition to the Cancellation Fee.

Cancellations less than 4 months, but more than 1 month prior to your rental date, 25% of your **total deposit** will be retained in addition to the Cancellation Fee.

Cancellation less than 30 days prior to your rental, 40% of **the entire rental fee** is retained in addition to the Cancellation Fee.

Rental shall begin and end at the time specified on the application. Charges will be assessed for all use outside of these times. There will be no refunds on events that end prior to the scheduled time.

The City reserves the right to reschedule or cancel any event at its sole discretion without liability, but subject to refunding all money deposited by the Renter.

Standard Features: _____ **(initial)**

The mobile stage is equipped to provide stages of the following dimensions: Standard Stage Layout #1 (32' x 14'); Stage Layout #2 (32' x 18'); Stage Layout #3 (32" x 18' with 2 wings); and Layout #4 (32' x 22').There is a handicapped lift to conform to ADA requirements. There are stairs and skirting for the stage.

The renter and a representative from the City will verify the stage and/or bleacher inventory provided at the beginning and ending of each rental. The renter assumes sole responsibility for all missing and/or damaged equipment during the time of use, and will be billed accordingly. Both parties will note the cleanliness of the mobile stage and portable bleachers.

Electric Power: _____ **(initial)**

Securing a power source is the responsibility of the renter. Request to use the generator that comes with the stage must be made when reserving the stage and fuel cost will be charged. For locations without power, a 7,000 watt, 120v/56.7 gasoline powered, air cooled generator is frame mounted in an exterior compartment with sound proofing. Approximately 56dB(A). Renters may also rent generators locally at tool rental supply companies and need to provide proof of adequate size generator to the City if renting.

Mobile Stage & Portable Bleachers: Use & Policy Procedures

Set-up and Take-down: _____ **(initial)**

City of Brentwood Parks and Recreation Department will be responsible for setting up the portable bleachers, mobile stage, attaching the extension sections, stairs and/or skirting. After the event is over, the City crew will take down the portable bleachers, stage and accessories. The City will retrieve the bleachers/stage at the time specified by the renter. The renter will be billed for any excess time, caused by a delay, in the agreed take-down time and closing of the bleachers/mobile stage. The organization using the bleachers/mobile stage cannot assist the City in setting-up or taking-down the accessories. If the mobile stage remains overnight, an enclosed and/or fenced area or a security person shall be provided, at the renter's expense, to protect the mobile stage from damage as approved prior to the event by the City.

Insurance: _____ **(initial)**

As a condition of use of City facilities, you must provide, at your sole expense, each of the following items:

Proof of Insurance comprised of a Certificate of Liability and an Additional Insured Endorsement of comprehensive general liability insurance. The original endorsement of comprehensive general liability insurance must be written by one or more responsible insurance companies licensed to do business in California. This coverage must:

A. Name the City of Brentwood, its officials, officers, director, employees, agents, and volunteers as additional insured against liability to persons, damages to property, and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

B. Include liability coverage for claims made by participants in your event. You are advised that any and all exclusions pertaining to athletic or recreational events must be disclosed in the endorsement, and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event.

C. Be PRIMARY insurance with respect to the additional insured name above. Any other insurance available to the City of Brentwood, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing.

D. Address to include: City of Brentwood, 150 City Park Way, Brentwood, CA 94513

The comprehensive general liability insurance policy limits of such insurance shall not be less than $2,000,000 per occurrence for bodily injury, personal injury and property damage.

You must provide the City with the endorsement 14 days prior to the start of your event. Each endorsement shall be subject to approval by the City of Brentwood.

Any deductible or self-insurance retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on an ISO approved form. The City will NOT accept a certificate of insurance alone as proof of insurance coverage.

The original endorsement must specifically list the following:

> "City of Brentwood, its officials, officers, directors, employees, agents, and volunteers are additional insured."
>
> "This insurance is primary with respect to the additional insured. Any other insurance available to the City of Brentwood, its officials, officials, officers, directors, employees, agents and volunteers, shall be excess and noncontributing."

You are strongly encouraged to show this section (including the precise wording of these requirements) to your insurance agent or broker to ensure language is included, as required.

THE CITY OF BRENTWOOD

Mobile Stage & Portable Bleachers: Fee Schedule (Eff.10/1/2016)

Application & Deposit Fees	Resident	Non Resident	Non Profit	Commercial
Non-Refundable Application Processing Fee	$51.00	$51.00	$51.00	$51.00
Non-Refundable Application Rush Fee (less than 30 days and in addition to the Application Fee)	$31.50	$31.50	$31.50	$31.50
Refundable Cleaning/Security Deposit	$500.00	$500.00	$500.00	$500.00
Mobile Stage & Portable Bleacher Delivery Services	**Resident**	**Non Resident**	**Non Profit**	**Commercial**
Stage or Bleacher Delivery/Set-up/Take-down/Retrieval - Weekday (M - F, during business hours)	$357.00	$392.00	$249.00	$464.00
Stage or Bleacher Delivery/Set-up/Take-down/Retrieval - Weekend & Holiday	$503.00	$553.00	$352.00	$653.00
Overtime Beyond the 2 hour Set-up/Take-down (per 30 minutes)**	$166.00	$166.00	$166.00	$166.00
Tow Service (actual cost plus 10% administrative fee)	Actual + 10%	Actual + 10%	Actual + 10%	Actual + 10%
Mobile Stage Equipment & Services	**Resident**	**Non Resident**	**Non Profit**	**Commercial**
Mobile Stage Rental (per day)	$124.00	$136.00	$86.00	$161.00
Rental and Set-up/Take-down for four (4) extensions***	$198.00	$198.00	$198.00	$198.00
Rental and Set-up/Take-down for six (6) extensions***	$233.00	$233.00	$233.00	$233.00
Rental and Set-up/Take-down for eight (8) extensions***	$262.00	$262.00	$262.00	$262.00
Generator Rental (per day)	$94.00	$94.00	$94.00	$94.00
Generator Gas Fee (per gallon)	Actual cost	Actual cost	Actual cost	Actual cost
Portable Bleacher	**Resident**	**Non Resident**	**Non Profit**	**Commercial**
Portable Bleacher Rental (per day, per unit)	$149.00	$164.00	$104.00	$193.00
Rental Cancellations & Revisions	**Resident**	**Non Resident**	**Non Profit**	**Commercial**
Rental Cancellation Fee	$31.50	$31.50	$31.50	$31.50
Rental Contract Modification Fee (after 5 day contract review grace period)	$62.00	$62.00	$62.00	$62.00
Rental Contract Modification Fee (within 14 days of event)	$125.00	$125.00	$125.00	$125.00
Billing Processing Fee	$51.00	$51.00	$51.00	$51.00
Unpaid Rental Balance Late Fee	$87.00	$87.00	$87.00	$87.00

*Weekday Business Hours = 7:00 a.m.– 3:30 p.m., Monday-Friday (hours may vary during seasons)

**The basic mobile stage set-up and take-down requires a two hour minimum. Any delays not caused by the City will be considered overtime and will be charged accordingly.

***Extensions must be rented in conjunction with the mobile stage. They can not be rented independently.

OFFICE USE ONLY

Date Deposit Received: _____ Deposit Amount: $ _____ Remaining Balance Due $ _____ Due Date: _____

Recreation Manager/ Supervisor Approved : _____ Date: _____