



Staging Services Rental Application

Date of Request: _____

A. General Information

1. Name of Event: _____ Date of Event: _____

Location of Event: _____

Set up Time: _____ Event Start Time: _____ Tear Down Time: _____

2. Name of Applicant or Applying Organization: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (H): _____ (W): _____ (Mobile): _____

Fax: _____ Web Site: _____

Email Address: _____

Federal Employer ID # (FEIN): _____

Tax Exemption Certificate #: _____

B. Event Information Staging Requested: SHOWMOBILE RISER STAGE

1. Description of where stage is to be set up at event location

2. Description of equipment to be used on stage (i.e. Sound, lights, banners, props, etc.)

3. Is security required? Yes ___ No ___ Agency _____

4. Is electricity available at event location? Yes ___ No ___ If no, please describe plan for obtaining.

5. List performances on stage

FOR OFFICE USE ONLY

____ PROFIT ____ WAIVED INVOICED ON DATE _____

____ NON-PROFIT ____ CITY EVENT PAID ON DATE _____



Staging Services Guidelines

ELECTRICAL REQUIREMENTS

The Showmobile requires 110 electrical watts on 2-40 electrical circuits at the staging location. The City of Tallahassee will not provide power poles, transformers or other power to existing locations. Do not place the staging of the unit in locations that do not have power. The proper electrical power is needed at the staging location. The Showmobile unit has four (4) quad boxes that are available for your use on the wall panels inside of the unit.

ACCESSORIES

Standard overhead white lighting equipment is included in the price of the Showmobile stage. If any additional sound and lighting equipment is needed, it is the responsibility of the applicant to contract out these services independently. The applicant may use his/her own sound and lighting equipment; however the applicant must provide his/her own technician and insurance. PRNA also offers audio services through its Special Events Division. Please contact 891-3887 for more information.

ADA GUIDELINES

The Showmobile performance stage has a hydraulic wheelchair lift and, if needed, the Parks, Recreation & Neighborhood Affairs (PRNA) technician will operate the lift during performances. For performances on the riser stage, please notify PRNA ten (10) prior to a performance of accessibility needs for accommodations.

STREET CLOSURES

If City of Tallahassee street closures are required, a permit for closure is necessary and can be obtained through the Tallahassee Police Department at 891-4625. The Showmobile stage or the riser stage will not be setup if streets are not barricaded and closed off. Security and traffic control are required for events. It is the responsibility of the event planner to pay for all security and traffic control personnel. The cost is not included in the application fee.

RESERVATION POLICY

The City of Tallahassee Showmobile stage and riser stage are available for use inside the City limits by individuals, families, organizations, and businesses when not in use by the City for special events and programs. Reservation requests must be made at least fifteen (15) days prior to the event and as early as one (1) year prior to the event. Applications will also be accepted for the Showmobile from Government entities in the following counties, Leon, Jefferson, Gadsden, and Wakulla. These out of area reservations must be made at least fifteen (15) days prior to the event and as early as sixty (60) days prior to the event and are limited to one (1) reservation per calendar year per out of area Government agency. Phone reservations will not be accepted. All reservation requests are accepted on a first come first served basis. Reservations must be accompanied by a completed application, appropriate fee and recommended insurance policy established by the Risk Manager. (Make checks or money orders payable to City of Tallahassee; credit cards will not be accepted; there is \$25.00 NSF fee.)

Your reservations will either be confirmed or denied, or placed in a pending status, once your application is received and reviewed. Confirmation will be finalized within two weeks upon receipt of the application. *Before your reservation can be confirmed, the following is needed:*

1. Completed and approved application forms including required licenses, permits and fees
2. Security and street closure permits from the Police Department (if applicable)
3. General liability insurance certificate listing the City of Tallahassee as an additional insured in the amount of one (1) million dollars. As well as listing the certificate holder as, City of Tallahassee, 300 South Adams Street, Tallahassee, FL 32301.
4. Damage deposit fee - \$150.00 (this fee is refundable)

MANDATORY SITE VISITATION REQUIREMENTS

Changing locations of the stage after the site visitation will not be permitted.

The PRNA staff will handle no alterations to obstacles, removal of fences, cars, or modified driveways. The City of Tallahassee is not responsible for turf, surfacing, asphalt, concrete or bricks, damages, etc.

RESTRICTIONS

1. Clogging with metal toe shoes (These performers will be asked to perform off the stage)
2. Bare feet performers
3. No jumping or stunts on and off the stage
4. Alcoholic beverages/ tobacco products will be restricted. Signage, serving, selling, or consumption of these products will be prohibited on the stages. Events with alcohol venues will be reviewed on a case-by-case basis and will need to meet all city, state and federal guidelines, permits and fees prior to authorization.
5. Tap dancing is prohibited (These performers will be asked to perform off the stage)

INSURANCE REQUIREMENTS

Specific insurance requirements will be determined during the application review process. In some cases worker's compensation coverage may be required as per Florida Statutes (Fs440). The City requires an insurance certificate to be submitted for approval to the Special Events office at 891-3887. All policies must list the City of Tallahassee as an additional insured for one (1) million dollars. As well as listing the certificate holder as, City of Tallahassee, 300 South Adams Street, Tallahassee, FL 32301. The City of Tallahassee may also require sponsor and/or others participating in an event to execute a waiver and release of liability and/or an indemnification/hold harmless agreement prior to permitting the use of the stages.

VIOLATIONS

The City of Tallahassee may revoke a permit granted for any activity, which is found to be in violation of any ordinance, law or conditions of approval. In the event that the applicant is not ready to perform at the designated time, or if vital performing member(s) is/are not present, or if the applicant arrives in such a condition as to appear to a reasonable person to be incapable of performing in a reasonably acceptable manner, then the applicant shall be deemed to have violated this contract and the City of Tallahassee has the absolute right at its sole discretion to cancel the event in progress and to withhold any fees paid.

SUMMARY OF FEES, PERMITS AND LICENSES REQUIRED (if applicable):

All fees and permits will be due at the time of reservation confirmation and will be outlined by PRNA personnel. The applicant is responsible for securing all required permits and licenses for the event. Below is a summary of typically required permits and licenses. Proof of all required licenses and permits must be provided to PRNA in order to receive reservation confirmation.

<u>TYPE OF INQUIRY</u>	<u>DEPARTMENT TO CONTACT</u>	<u>PHONE NUMBER</u>
Showmobile Application Permit	Special Events	891-3887
Insurance Certificate	Special Events	891-3887
Street Closure Permit	Tallahassee Police Department	891-4625
Security Requirements	Tallahassee Police Department	891-4625
Site Visit - Showmobile	Parks Division	509-3175
Site Visit - Riser Stage	Special Events	891-3887

PRODUCTION COSTS

Royalties, union fees, welfare payment, insurance taxes, personnel expenditures, operating or travel expenses, and/or other obligations as part of the cost of production are the responsibility of the applicant. The City of Tallahassee shall not be responsible for the arrangement or payment of such obligations.

DAMAGE DEPOSIT

A refundable damage deposit of \$150.00 is due with the application and is in addition to the rental fee and is due at the time of reservation. Damage deposits will be returned to the event applicant four (4) weeks following the event if no damage is reported.

CANCELLATION OF SERVICES

Notice of cancellation by approved applicants must be submitted in writing by the authorized representative a minimum of ten (10) days prior to the function. PRNA may cancel any event, which fails to meet mandatory criteria, such as obtaining necessary permits and licenses, non-compliance to rules and regulations, lack of payment or dangerous conditions.

REFUND POLICY

Ten (10) days prior notice is required to receive a full refund. If the event is canceled due to inclement weather the rental fee or damage deposit is forfeited unless cancellation was obtained within the ten (10) day cancellation window. If the event is rescheduled the applicant must reapply for permits and will be contingent upon availability. Event day cancellations, please contact Charles Dickey - Parks Division at (850) 509-3175 or Shannon Nazzal - Special Events Division at (850) 879-0110.

RENTAL FEES

<u>Showmobile</u>	<u>Riser Stage</u>
Non-Profit: \$80.00 + TAX per hour	Non-Profit: \$200.00 + TAX per day
For-Profit: \$95.00 + TAX per hour (Minimum 4 hour rental)	For-Profit: \$500.00 + TAX per day
Out of City Fuel Surcharge: \$.25 per mile.	<i>Day defined as 12:00 am – 11:59 pm</i>

If additional hours are required on site, which have not been previously scheduled, there will be a \$100.00 per hour non-profit and \$125.00 per hour profit organization fee assessed to extend the rental reservation.