



Application for Rental of Special Event Equipment

Please return this form (make copy for your records) along with the appropriate payment, at least four weeks prior to your event to:

Mike Hoffmeister, Assistant Director
 Noblesville Parks and Recreation
 701 Cicero Road
 Noblesville, IN 46060

FAX#: 317-524-1585
 Phone#: 317-776-6350

Date of Application: _____ Date Equipment needed: _____
 (Application must be received at least four weeks prior to request)

Name of Person Responsible for Equipment: _____

Address: _____ Phone: _____

Type of Organization (service, social, etc.): _____

Purpose of Event: _____

Anticipated Event Attendance: _____

Equipment Requested: Mobile Stage Hay Wagon Golf Carts 6 Person Cart
 #: _____ #: _____

Supervisor Rate: (Determined by staff availability and Noblesville Parks) \$ _____/HR.

Location Where Equipment is Needed (state exact location of site, include map if possible).
 Location must be within Hamilton County. Noblesville Parks and Recreation must approve site in advance. The mobile stage can only be transported by Parks personnel and will not be moved, once in place.

Event Activity	Set-up Time What time do you need equipment delivered?	Event Start Time	Event End Time	Tear-down Time What time do you want the stage closed?

I accept responsibility for care of any equipment rented and agree to pay for any damages or loss. I also agree to assume responsibility for group adherence to regulations and policy as listed on the attached pages, and to provide insurance coverage as necessary. I will be responsible for reserving the location where the mobile stage or cart(s) are to be placed and will meet Noblesville Parks and Recreation staff to assure proper equipment placement. I understand that once the mobile stage is in place, it will not be moved until the date mutually agreed upon by myself and the Noblesville Parks and Recreation representative. I also understand the mobile stage may only be moved by Noblesville Parks and Recreation Operations staff.

 Signature of Designated Representative

 Date

Special Event Equipment Rental Prices

Category I – Non-Profit Organizations (must provide proof of 501(c)3 at time of rental)

Mobile Stage \$750/day + \$350 Transportation/Setup

Golf Carts \$20/day per golf cart

6 Person Cart \$50/day

Hay Wagon + Staff \$100/hour

Category II - For Profit Organizations:

Mobile Stage \$1000/day + \$350 Transportation/Setup

Golf Carts \$40/day per golf cart

6 Person Cart \$100/day

Hay Wagon + Staff \$100/hour

- **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 mobile stage can only be transported by Parks and Recreation, Operations personnel and cannot be moved once it is in place. Transportation fees are included in total cost of the stage.**
- **Those reserving equipment are responsible for reserving the location where equipment is to be placed. Also, those reserving equipment agree to meet Noblesville Parks and Recreation staff at desired location to assure proper placement of equipment.**
- **No posters, banners, signs or other materials can be adhered to the stage without prior approval from Noblesville Parks and Recreation. No tape, glue or adhesive material may be used on stage walls, floors, ceiling or any other part of the stage. Any failure to comply with this provision could result in loss of deposit and possible additional repair charge.**
- **If a Noblesville Parks and Recreation site supervisor is deemed to be required to be on site while the stage is in operation, the fee for the site supervisor will be determined by event and staffing availability.**
- **The site supervisor will monitor stage use as well as weather conditions, and will have the right to shut down the stage if conditions become adverse. Examples of reasons to shut down the stage include, but are not limited to, winds over 25 mph, lightning, or inappropriate use of the stage. If the stage is closed for reasons deemed necessary by the site supervisor, a refund will not be issued.**
- **Full payment (plus deposit) must be received thirty days prior to rental date.**
- **The renting party shall provide the City 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 City of Noblesville Parks and Recreation Department and the renter as insured parties, and the renter shall provide the Parks with a certificate of insurance prior to the commencement of operations under the contract. The renter and its insurer shall notify NPRD within (10) days of any insurance cancellation. The individual or organization renting the show mobile agrees to release, hold harmless and indemnify the City of Noblesville, 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 show mobile. 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.**

FOR OFFICIAL USE ONLY

Date Application Received: _____

Equipment Total: _____

Deposit Total: _____

Amount Received:

Equipment: _____

Date: _____

Deposit: _____

Date: _____

Supervisor on site: _____

Anticipated hours: _____

Rate: _____/hr

Deposit Refunded: _____

Date: _____

Initials of Staff: _____

Mobile Stage Rental Policy

1. This policy is 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 be made available for rent by community, business or private organizations for concerts, theatre, sporting and other special events. All renters must have an approved reservation form to rent the stage. A copy of the form is attached.
3. All reservations will be processed through Noblesville 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 Hamilton County, IN. All stage set ups and locations must be approved, in advance, by the Parks and Recreation Department. Please return the attached form along with the appropriate payment, at least four weeks prior to your event.
5. The mobile stage will be transported, leveled and prepared for use by Parks and Recreation, Operations 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.
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 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.
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, Noblesville 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 that 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 strongly encouraged to inspect 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 Noblesville 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 City 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 City of Noblesville 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 NPRD within ten (10) days of any insurance cancellation. The individual or organization renting the mobile stage agrees to release, hold harmless and indemnify the City of Noblesville, 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 show mobile. 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. The Department Director may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group.
15. Noblesville Parks and Recreation reserves the right to refuse any rental application.
16. Noblesville Parks and Recreation employees may not use park property or facilities for personal gain.
17. Renters charging a fee for their event must complete appropriate paperwork before rental is approved.
19. Requirements for the electrical system of the stage and the Theater lighting package are listed below:

ELECTRICAL SYSTEM: The stage is equipped with a 125 Amp./220/110V load center with three (3) 20 Amp. breakers and 50' 10/3 W power entry cord with 15 Amp. U-ground plug connector. The stage also includes the following:

- Main Breaker and ten (10) additional circuit breakers in panel.
- Sixteen (16) receptacles mounted in canopy front over eight (8) circuits.
- Two (2) Duplex receptacles mounted in canopy rear over two (2) circuits.
- Power cord, upgrade to 50' 6/4 W.

PROFESSIONAL THEATRE LIGHTING PACKAGE: Two scene controller/dimmer package operates from two (2) 20 Amp./110V, receptacles. Slant top controller shall have eight (8) professional slide dimmer controls per scene, cross-fader, bump buttons on all channels, LED channel level indicators, master blackout, independent master slider.

- Two (2) 2, 400 Watt dimmer packs, each have four (4) 1,000 Watt channels per dimmer.
- Eight (8) Par 56 Cans with clamps and gel frames.
- Eight (8) 500W Medium Angle Bulbs.
- Six (6) Gel sheets in assorted colors.
- Two (2) 50' control cables.

Under no circumstances are any of the cables provided to be disassembled for temporary conversion. It is the renter's responsibility to ensure that electrical installations are done safely and to code.

All groups or organizations, regardless of affiliation with Noblesville Parks and Recreation, are required to adhere to the above policies.

Golf Cart or 6 Person Cart Rental Policies

1. Only those that have a valid Driver's License may operate a cart.
2. No more than four (4) golf carts may be rented at any given time.
3. Golf carts must be picked up.
4. This policy is only valid for a single day rental of the equipment. Multi-day rentals will be negotiable on a case by case basis.
5. Golf Carts and the 6 person cart will be made available for rent by community, business or private organizations for concerts, theatre, sporting and other special events. All renters must have an approved reservation form to rent. A copy of the form is attached.
6. All reservations will be processed through Noblesville Parks and Recreation, and will be based on availability of: golf carts, 6 person cart, transport staff and supervisory staff.
7. The golf carts and 6 person cart is only available for use within Hamilton County, IN.
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, Noblesville Parks and Recreation reserves the right to cancel the reservation.
9. If you must cancel your reservation of the cart(s) 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 using the cart(s). The renter and/or his/her organization will be held financially liable for any resulting damages to the cart(s) 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 strongly encouraged to inspect the cart(s) 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 alterations may be made to any of the cart(s). This includes keys, steering wheels, tires, engines, batteries, etc.
13. **The renting party shall provide the City 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 City of Noblesville 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 NPRD within ten (10) days of any insurance cancellation. The individual or organization renting the mobile stage agrees to release, hold harmless and indemnify the City of Noblesville, 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 show mobile. 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. Noblesville Parks and Recreation reserves the right to refuse any rental application.
15. Noblesville Parks and Recreation employees may not use park property or facilities for personal gain.
16. Renters shall use golf carts as intended. All riders shall only be on carts in available seats and seated at all times. No one shall stand on the back or sides of the carts. Please keep all hands and feet inside the cart while it is in motion. Do not leave the cart while in motion; wait for complete stop prior to exiting. If for any reason these policies are violated, Noblesville Parks & Recreation may immediately revoke use and confiscate carts without refund.