



**City of Monroe  
Parks & Recreation  
806 W Main St  
Monroe WA 98272  
360-863-4559**

Date received _____
---------------------

**MOBILE STAGE RENTAL APPLICATION**

Name of Event or Function: \_\_\_\_\_

Applicant or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (c) \_\_\_\_\_

Person **Present** and in Charge at the Event: \_\_\_\_\_

Cell phone # for day of: \_\_\_\_\_

**EVENT INFORMATION**

Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time (set-up): \_\_\_\_\_ Ending Time (take-down): \_\_\_\_\_ Start Time of Event: \_\_\_\_\_

How many performers will be on the stage? \_\_\_\_\_

Nature and Purpose of Stage use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Exact Location Stage is to be placed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Mobile Stage Rental cont...**

**Attach Site Map(s)** showing the following (*does not need to be to scale*):

- a. Placement of Stage
- b. Location of power source
  - a. Identify electrical supply/connection
  - b. Provide a picture of outlet to ensure compatibility
- c. Location of entrances

**Your application will not be routed if a site map is not included.**

**AGREEMENT, RELEASE, INDEMNIFICATION AND HOLD HARMLESS**

The person or organization (herein referred to as "Applicant") entering into a use agreement with the City of Monroe (herein referred to as the "City") for the use of City facilities or equipment described above (collectively "the Facilities") certifies that the information given in this application is current and correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant will observe all rules and regulations. The Applicant further agrees to reimburse the City for any damages arising from the Applicant's use of said Facilities. Any accident involving injury to participants or damages to the Facilities occurring during the use of the Facilities will be reported to City immediately. FURTHERMORE, the Applicant agrees as follows:

The provisions of City of Monroe Equipment Use Policy (Mobile Stage) are hereby incorporated by reference, and Applicant shall comply fully with all provisions of said Policy.

Applicant is aware of and expressly assumes all of the various risks of serious injury and/or death associated with or arising out of the use of the Facilities. **Initial:** \_\_\_\_\_

In consideration for granting this request, and being fully aware of all of the risks,

Applicant hereby RELEASES the City and its officials, employees, volunteers and agents ("the Released Parties"), and agrees to waive any right of recovery that Applicant may have, including the right to bring a legal claim, cause of action, or lawsuit for any bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. Applicant understands that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities, to the fullest extent allowed by law. **Initial:** \_\_\_\_\_

Applicant agrees to defend, indemnify and hold harmless the Released Parties from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the Facilities or from any activity, work or thing done, permitted, or suffered by Applicant in or about the Facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the Released Parties. **Initial:** \_\_\_\_\_

Applicant agrees that it is renting the stage and equipment at its own risk. Should the City have to cancel the use of the stage for any reason such as damage to or theft of the stage, Applicant agrees that the City will not be responsible for any damages Applicant may have incurred as a result of the cancelation of the stage and equipment rental. **Initial:** \_\_\_\_\_

I HAVE CAREFULLY READ THIS DOCUMENT, INCLUDING THE MOBILE STAGE POLICY ATTACHED TO THE FORM, AND AGREE ON MY OWN BEHALF AND ON BEHALF OF THE ORGANIZATION, AS APPLICABLE:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Mobile Stage Rental cont...**

Applicant: \_\_\_\_\_

Date of rental: \_\_\_\_\_

Location of stage: \_\_\_\_\_

<b>Fees &amp; Charges</b>		
Description	Options (check all that apply)	Amount Due
Reservation Fee \$100 ( <i>non-refundable</i> )	_____	<b><u>\$100.00</u></b>
Daily Stage Rental Fees		\$ _____
Non-Commercial \$500	_____	\$ _____
Commercial \$950	_____	
Clean Up & Damage Fees Deposit \$500	_____	<b><u>\$500.00</u></b>
Mileage Fee (\$3 per mile)	_____	\$ _____
Call Back Fee (\$50 per visit) ( <i>deducted from deposit if needed</i> )	_____	\$ _____
6,500 watt generator \$100 (per day) <small>** not adequate to run show lights</small>	_____	\$ _____
Show Lights \$80 (per day)	_____	\$ _____
Portable 4' x 8' stage sections \$75 (per day)		\$ _____
Actual Cost owing		\$ _____
Refund (if any)		\$ _____
<b>FOR OFFICE USE ONLY</b>		

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Initial \_\_\_\_\_ Routed to Parks & Rec \_\_\_\_\_

**Reservation Request Approved?**

\_\_\_\_ Yes, Mobile Stage is available. **BRING THIS APPROVED FORM WITH YOU TO EVENT.**  
**THIS APPROVED FORM IS YOUR PROOF THAT RESERVATION IS APPROVED.**

\_\_\_\_ No, facility is not available.

\_\_\_\_ A special event permit is required. Please contact Parks & Recreation office at (360) 863-4559.

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_

Date Approved \_\_\_\_\_ Signature: \_\_\_\_\_

**Mobile Stage Rental cont...**

Applicant: \_\_\_\_\_

Date of rental: \_\_\_\_\_

Location of stage: \_\_\_\_\_

Delivery Time	Pick Up Time

**Inspection Check List**

Item	Condition on Arrival	Condition on Departure
Exterior Paneling		
Interior Paneling		
Mechanical Stage Floor		
Supports & Wing Decks		
End Panels (doors)		
Lights		
Electrical Panel & connections		
Stairs		
Lift System & Controller		
Stage Skirting		
Fire Extinguisher		
Generator		
4' x 8' Stage Sections & legs		

**Acknowledgement of inspection upon arrival of equipment:**

City Signature \_\_\_\_\_ Renter Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Acknowledgement of inspection upon departure of equipment:**

City Signature \_\_\_\_\_ Renter Signature \_\_\_\_\_  
 Date \_\_\_\_\_