



BAND SHELL/STAGE PERMIT APPLICATION



APPLICANT INFORMATION

NEW APPLICATION

APPLICATION RENEWAL

DATE _____

NAME OF REQUESTOR _____

ADDRESS OF REQUESTOR _____

EVENT INFORMATION

RENTAL DATES (S): _____

EVENT NAME: _____

EVENT LOCATION: _____

BANDSHELL PLACEMENT: _____

BANDSHELL DATE & TIME NEEDED BY: _____

EVENT REPRESENTATIVE NAME: _____

EVENT REPRESENTATIVE CELL: _____

EVENT REPRESENTATIVE EMAIL: _____

ADDITIONAL REPRESENTATIVE NAME: _____

ADDITIONAL REPRESENTATIVE CELL: _____

ADDITIONAL REPRESENTATIVE EMAIL: _____

PLEASE NOTE WE MAY ASK EVENT REP TO BE PRESENT AT STAGE DELIVERY LOCATION FOR EXACT PLACEMENT

FEES & CHARGES

ONE DAY USE

REFUNDABLE DAMAGE DEPOSIT \$300

ONE DAY RENTAL COST \$250

DELIVERY, SET UP & BREAKDOWN \$330

TOTAL \$880

ADDITIONAL OPTIONS

EXTENDED DAY SET UP/TAKE DOWN \$315

ADDITIONAL DAY USE \$150

IMPORTANT NOTES

THE CITY OF PITTSTON DOES NOT PROVIDE ELECTRICAL POWER TO THE BAND SHELL. THE CITY OF PITTSTON CAN CONNECT AN EXTERNAL POWER SOURCE (15AMP 110 VOLT) PROVIDED IT IS WITHIN A MAXIMUM OF 100FT OF THE BAND SHELL

THE CITY OF PITTSTON DOES NOT ALLOW SIGNAGE TO BE TAPED TO THE BAND SHELL AND SIGNAGE MAY ONLY BE TIED IN A MANNER THAT WOULD NOT PREVENT THE CITY FROM OPERATING THE DOORS, CANOPY, OR HYDRAULIC STAGE.

BAND SHELL UNIT DIMENSIONS:

BASIC CANOPY AND HYDRAULIC STAGE FULLY OPENED: 28' LENGTH X 14' WIDTH X 20' HEIGHT

EXTENDED MEASUREMENTS: 32' LENGTH X 18.6' WIDTH

POLICIES & PROCEDURES

- RENTALS ARE ON A FIRST COME FIRST SERVE BASIS.
- SITE SELECTION - BAND SHELL UNIT MUST BE PLACED ON A FLAT SURFACE. IF THE SITE IS ON GRASS, PLEASE INDICATE A SECONDARY SITE IN CASE OF RAIN OR WET CONDITIONS.
- AREA MUST BE CLEAR OF LOW HANGING BRANCHES AND OVERHEAD POWER CABLES/WIRES TO ALLOW FOR EXIT/ENTRY/DELIVERY.
- CITY PERSONNEL MUST HAVE IMMEDIATE ACCESS TO BAND SHELL IN CASE OF INCLEMENT WEATHER. THE DOORS, CANOPY, AND HYDRAULIC STAGE MUST BE CLOSED DURING HEAVY RAIN SHOWERS OR DURING HIGH WINDS.
- ALL ANCILLARY EQUIPMENT PLACED BY RENTER MUST BE PLACED IN A MANNER TO ALLOW CITY PERSONNEL ACCESS TO THE STAGE DOORS AND ACCESS PANELS. EQUIPMENT CAN NOT BE PLACED NEAR THE BAND SHELL THAT WILL PREVENT CLOSURE OF THE CANOPY OR SIDE DOORS DURING PERIODS OF HIGH WINDS OR SEVERE THUNDERSTORMS.
- THE BAND SHELL WILL BE PLACED AT THE LOCATION SPECIFIED IN THIS RENTAL CONTRACT. ANY CHANGES TO PLACEMENT MUST BE MADE WITH THE DRIVER AT THE TIME OF DELIVERY AND MUST MEET THE CRITERIA OUTLINED ABOVE.
- THE BAND SHELL IS NOT EQUIPPED WITH SOUND EQUIPMENT. ALL ANCILLARY EQUIPMENT (LIGHTS, SPEAKERS, ETC.) MUST HAVE ITS OWN POWER SOURCE AND BE PROVIDED BY THE RENTER.
- IF YOU REQUIRE ELECTRICAL POWER THERE MUST BE AN EXTERNAL POWER SOURCE PROVIDED BY THE RENTER PLACED WITHIN 100FT OF THE UNIT OR POWER WILL NOT BE AN OPTION.
- SIGNS OR POSTERS WILL NOT BE TAPED TO THE BAND SHELL. SIGNAGE MAY BE HUNG BUT MUST BE APPROVED BY A DESIGNATED CITY REPRESENTATIVE.
- STAGE SKIRTING WILL NOT BE PROVIDED.
- EQUIPMENT SHOULD BE LIFTED ONTO THE STAGE. DRAGGING EQUIPMENT RESULTS IN DAMAGE TO THE UNIT SURFACE DAMAGE FEES WILL BE ASSESSED AND DEDUCTED FROM REFUNDABLE DEPOSIT IF NEEDED.
- THE RENTER MUST RESTRICT ACCESS BY THE GENERAL PUBLIC TO THE BAND SHELL STAGE WHILE IN USE.
- RENTER WILL NOT CLOSE BANDSHELL THEMSELVES.
- BAND SHELL CLEANUP IS THE RENTER'S RESPONSIBILITY. IF NOT CLEANED, FEES MAY APPLY.
- RAIN OUTS: THE BAND SHELL WILL NOT BE DELIVERED OR SET UP DURING PERIODS OF INCLEMENT WEATHER. IF CANCELLATION OF THE RENTAL IS NECESSARY (BEFORE DELIVERY), DUE TO INCLEMENT WEATHER, THE CITY OF PITTSTON WILL ISSUE A REFUND TO THE RENTER.
- DAMAGE DEPOSIT: THE RENTER WILL BE LIABLE FOR ALL DAMAGES, ABNORMAL WEAR AND TEAR, AND ANY EXTRA CLEANING TO BAND SHELL. A REFUND CHECK WILL BE ISSUED BY THE CITY OF PITTSTON FOR THE REMAINING BALANCE (AFTER DAMAGE CHARGES & LATE FEES).
- INSPECTION: AN INSPECTION OF THE BAND SHELL WILL BE COMPLETED UPON BREAKDOWN AT THE END OF THE EVENT. RENTER CAN BE PRESENT FOR THIS. CITY PERSONNEL WILL RECORD DAMAGES ON THE INSPECTION SHEET AND WILL HAVE DETERMINATION REGARDING DAMAGE. CITY PERSONNEL HAVE FINAL SAY IF YOU OR YOUR DESIGNATED REP IS NOT PRESENT.
- NO RENTALS ON ANY HOLIDAYS.

