

# BAND SHELL/STAGE PERMIT APPLICATION



# **APPLICANT INFORMATION**

	NEW APPLICATION		APPLICATION RENEWAL
	NAME OF REQUESTOR		
P	ADDRESS OF REQUESTOR		
	DENTAL DATES (S)		
	RENTAL DATES (S): Event name:		
	EVENT LOCATION:		
	RANDSHELL PLACEMENT:		
	EVENT REPRESENTATIVE CELL:		
	EVENT REPRESENTATIVE EMAI	L:	
	ADDITIONAL REPRESENTATIVE	NAME:	
	ADDITIONAL REPRESENTATIVE	CELL:	
	*PI FASE NATE WE MAY ASK EVENT REP TA	) RF PRFSFNT AT STA	GE DELIVERY LOCATION FOR EXACT PLACEMENT*

## FEES & CHARGES

# ONE DAY USE REFUNDABLE DAMAGE DEPOSIT \$300 EXTERMINENT EXTERMINEN

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 EQUIPTMENT PLACED BY RENTER MUST BE PLACED IN A MANNER TO ALLOW CITY PERSONNEL ACCESS TO THE STAGE DOORS AND ACCESS PANELS. EQUIPTMENT 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 EQUIPTMENT. ALL ANCILLARY EQUIPTMENT (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.
- -EQUIPTMENT SHOULD BE LIFTED ONTO THE STAGE. DRAGGING EQUIPTMENT 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 PITTSTONFOR THE REMAINING BALANCE (AFTER DAMAGE CHARGES & LATE FEES).
- -INSPECTION: AN INSPECTION OF THE BAND SHELL WILL BE COMPLETED UPON BREAKDOWN AT TH 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.

### BAND SHELL/STAGE AGREEMENT

CANCELLATIONS: RENTAL DEPOSIT WILL BE FORFEITED WHEN THE RENTER CANCELS THE RESERVATION WITHIN FOURTEEN (14) DAYS OF EVENT DATE. CANCELLATIONS WITHIN 13 DAYS OF EVENT WILL RESULT IN RENTER FORFIT OF ENTIRE ONE DAY RENTAL AND ADDITIONAL CHARGES AMOUNT. ALL REFUNDS REQUIRE ORIGINAL RECEIPT. BEFORE FOURTEEN DAYS, THE CITY OF PITTSTON WILL ISSUE A REFUND CHECK.

### INDEMNIFICATION:

SPONSORING ORGANIZATIONS/RENTER, ITS REPRESENTATIVES, USERS AND PARTICIPANTS AGREE TO RELEASE THE CITY OF PITTSTON, ITS OFFICERS, EMPLOYEES AND AGENTS, THEIR SUCCESSORS AND ASSIGNS, INDIVIDUALLY, OR COLLECTIVELY FROM ANY AND ALL LIABILITY AND TO TO WAIVE AND AND ALL CLAIMS, RIGHTS, DAMAGES OR CAUSE OF ACTION OF ANY NATURE WHATSOEVER THAT SPONSORING ORGANIZATION/RENTER, ITS REPRESENTATIVES, USERS, AND PARTICIPANTS MAY HAVE ARISING FROM THE RENTAL AND USE OF THE BAND SHELL/STAGE. THIS AGREEMENT CONFRIMS THE TERMS AND CONDITIONS TO WHICH YOU, THE SPONSORING ORGANIZATION/RENTER, AGREE TO RENT THE BAND SHELL/STAGE PROVIDED BY THE CITY OF PITTSTON.

I HAVE READM UNDERSTAND AND AGREE TO EACH OF THE FOREGOING TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT. I FURTHER AGREE THAT SPONSORING ORGANIZATION/RENTER, ITS REPRESENTATIVES, USERS, AND ITS PARTICIPANTS WILL OBEY AND ADHERE TO THE RULES, POLICIES, AND PROCEDURES FOR RENTAL USE, HEREINABOVE AND THAT ON BEHALF OF THE SPONSORING ORGANIZATION/RENTER I AM AUTHORIZED TO SIGN THIS AGREEMENT.

SPONSORING ORGANIZATION/RENTER REPRESENTATIVE'S SIGNATURE:						
PRINT NAME	SIGNATURE	DATE				
CITY OF PITTSTON MAIN STREET MANA	GER SIGNATURE:					
PRINT NAME	SIGNATURE	DATE				

PLEASE RETURN YOUR COMPLETED APPLICATION AND REQUIRED ITEMS TO:

MARY KROPTAVICH
MKROPTAVICH@CITYOFPITTSTON.ORG
71 SOUTH MAIN STREET, PITTSTON, PA 18640