



Showmobile 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: _____
Non-Profit Status ID#: _____
Tax Exemption Certificate #: _____

B. Event Information

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

2. Description of **your** equipment to be used on Showmobile (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 _____



Showmobile Guidelines

ELECTRICAL REQUIREMENTS

The Show mobile 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 Show mobile unit has four (4) quad boxes that are available for your use on the wall panels inside of the unit.

ACCESSORIES

A public address system and standard overhead white lighting equipment are included in the price of the performance 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.

ADA GUIDELINES

The performance stage has a hydraulic wheelchair lift and, if needed, the Parks and Recreation technician will operate the lift during performances.

STREET CLOSURES

If street closures are required a permit for closure will be necessary and can be obtained through the Tallahassee Police Department at 891-4625. The Show mobile performances 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 Parks & Recreation Showmobile Performance Stage is available for use by individuals, families, organizations, and business when not in use by the City for special events and programs. Reservation request must be made at least thirty (30) days prior to the event. Phone reservations request 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. Complete liability disclaimer
3. Security and street closure notifications from the Police Department
4. 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.
5. Damage deposit fee - \$150.00 (this fee is refundable)
6. Security requirements, if applicable

MANDATORY SITE VISITATION REQUIREMENTS

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

The Parks and Recreation 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 Showmobile. 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)
6. Showmobile can only be used inside the City Limits

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 Showmobile Performance Stage.

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 Parks and Recreation 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 the Tallahassee Parks and Recreation Department 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	Parks & Recreation	509-3175

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 REQUESTS AND REFUNDS

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. Tallahassee Parks and Recreation Department may cancel any event, which fails to meet mandatory criteria, such as obtaining necessary permits and licenses, non-compliance to rules and regulations and lack of payment.

CONTINGENCY PLAN FOR BAD WEATHER

Ten (10) days prior notice is required to receive a full refund. Applicants are required to have a contingency plan for canceling the event. If a delay occurs there will be a \$30.00 per hour fee assessed over the extended rental reservation. 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 (Amount of fee refunded will be determined by Parks & Recreation). 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.

RENTAL FEES

Non-Profit: \$699.30 + TAX per day

For-Profit: \$894.88 + TAX per day

There is no per hour charge. The entire daily fee is required for any period of use each day (12AM-11:59PM).