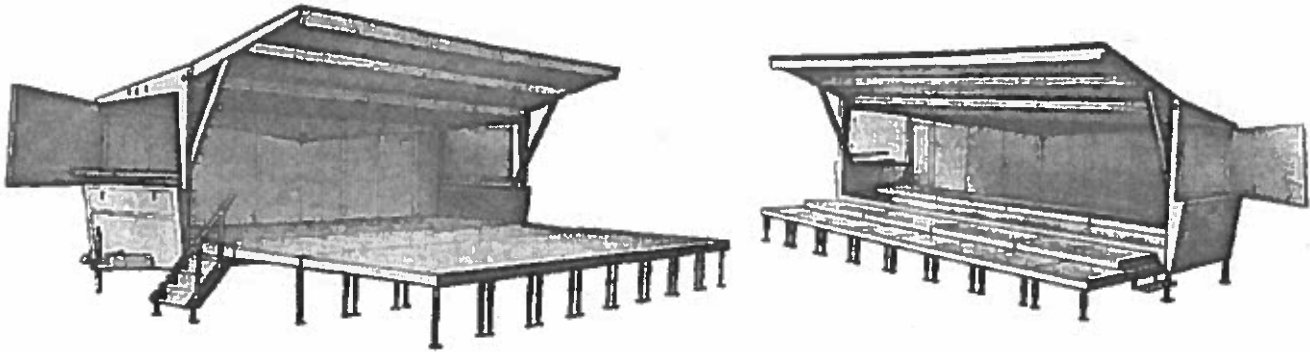


Vernon Parks and Recreation Department
120 South Street - Vernon, CT 06066
(860) 870-3520 - parksandrec@vernon-ct.gov
Showmobile Information



The Town of Vernon's ShowMobile is a mobile stage that can be rented for performances at your organization's event.



- Stage Area: 13' x 28'
- 150' power cord supplied
- Fluorescent lighting on stage

The ShowMobile requires a level, firm surface (concrete or pavement is best) to be set up. A clear entry and exit route for the towing vehicle must be provided for set-up and take-down. The truck and trailer overall length is approximately 60'.

It shall be the policy of the Vernon Parks & Recreation Department to rent the Showmobile as availability allows to any group, organization or individual who requests such rental in compliance with our regulations as set forth below:

Documentation:

- The Rental Application Form shall be submitted to the Parks & Recreation Department. All rental requests must be submitted a **minimum of 14 days prior to the event.**
- The Certificate of Insurance must be submitted with or before payment– General liability insurance including bodily injury, property damage, personal injury, naming the Town of Vernon as an **additional insured: combined single limit \$1,000,000.**

Fees:

- The Total fee noted on the Contract must be paid in full within 10 days after making the reservation and/or least 30 days prior to the event.
- Any additional costs associated with the rental will be billed immediately after the event and must be paid within 14 days of the event. Additional costs may include:
 - Extra staff time due the event or equipment from the event occupying the stage later than expected.
 - Extra staff time required to exit the facility after the event.
 - Cleaning and/or repairs to the Showmobile due to actions by or during the event.

Delivery & Set-up location:

- Renting individual and organization must provide access to the site for delivery. The Showmobile is towed into place by a commercial dump truck. The towing vehicle will require safe access to the set-up location as well as a route of exit once the stage is set-up.
- The same route of exit from set-up must be available upon the close of the event so that the towing vehicle can access the Showmobile for retrieval and exit.
- The Showmobile is a large trailer that can only be set on firm, stable, level ground – concrete or pavement is best. The renting individual/organization is responsible for identifying a suitable location. The renting individual is responsible for damage to property caused by the Showmobile and/or the towing vehicle. The renting individual is further responsible for damage to the Showmobile.

Cancellation Policy

- The Town of Vernon reserves the right to cancel a Showmobile reservation when necessary due to weather, facility conditions, mechanical issues with the Showmobile, and any other circumstances beyond our control. When the Town of Vernon cancels the contract the only compensation would be a full refund of rental fees paid. The Town of Vernon shall not be liable for any other damages or costs associated with cancellation.
- If the reservation is cancelled by the renting party with a minimum of two weeks' written notice, a refund of 75% of the staff fees will be granted. The daily usage fee is non-refundable. Cancellations made with less than two week's written notice will not receive a refund.

In requesting the use of the Showmobile, I accept full responsibility for any damages resulting from our use. I understand that the Town of Vernon assumes no responsibility in the case of accident and/or injury to any person(s) or property in connection with the transport, set up, break down, or use of the Showmobile.

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Showmobile Rental Application

PLEASE PRINT

Name of Contact Person: _____ DOB ____/____/____
(must be 21 or older)

Name of Organization _____ Event: _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone # _____

Delivery Date : ____/____/____

Pickup Date: ____/____/____

Delivery Time: _____ AM or PM

Pickup Time: _____ AM or PM

Address for Setup: _____

Additional Instructions (entry & exit routes for delivery truck, direction stage should face, stair location, etc.):

By signing this I certify that I have read and understand the Town of Vernon Showmobile policies and regulations and agree to make sure all users from the group are aware of the rules and regulations and abide by them. I understand that someone over the age of 21 must be in charge at the venue for the duration of the event and that as the rental group we are solely responsible for any and all supervision during the event. It is fully understood and agreed that I and anyone attending my rental event will guarantee to defend, indemnify, and hold harmless the Town of Vernon and the Vernon School Districts, its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs, and expenses arising indirectly or directly in connection with, or as a result of this agreement. It is also understood that Renting Organizations will provide and maintain insurance coverage as outlined in the rental policies and procedures. I accept full responsibility for any damages resulting from use, including the selection of the set up location, and understand additional fees will result from damages incurred. I understand that the Town of Vernon assumes no responsibility in the case of accident and/or injury to any person(s) or property in connection with use or transportation of the Showmobile. I acknowledge that I have read and understand the cancellation and refund policies, which include fees for cancellations.

 Printed Name of Responsible Party

 Signature

 Date

Office Use Only

Daily Use Fee: _____

Paid: _____

Approved: _____

Staff Fees: _____

Date: _____

Total Billed: _____

Certificate of Insurance: _____