



NAME	
ORGANIZATION	
ADDRESS	
CITY / STATE / ZIP	
DAY PHONE	EVENING PHONE
EMAIL	

On-site Information: Must have organization contact on-site to meet stage driver upon arrival.

Organization Contact _____
(Name and Phone Number)

_____ AM PM Showmobile to arrive on-site (organization contact to meet staff)

_____ AM PM Event start time

_____ AM PM Event end time

_____ AM PM Showmobile removed

Event Description:

Day & Date of Use: _____ Purpose of Event: _____

Number of Participants: _____ Exact Location for Delivery: _____
(please attach map)

Special Arrangements:

INCLUDED WITH RENTAL

- _____ Stage (16' x 32')
- _____ Steps (2 sets)
- _____ Stage Lighting (Fluorescent overhead lighting)
- _____ Generator (Outlets: 1-220v @ 30amps or 2-120v @ 20amps)

Deposit of 50% of total estimated rental cost due at least two week prior to rental date.
Lack of deposit will result in cancellation of rental.

Set fees include: Daily rental (\$600/Day), and hourly staff fee (\$150/hr).

- _____ Generator (100 kw/hour) – \$450/day
(day = 8 hour usage per calendar day)
- _____ PA Equipment – \$50(For microphone or computer use.
Not adequate for large set ups.)
- _____ Theatrical Lighting – \$50/day

*Must have 100 kw/hour generator to power theatrical lighting.

The undersigned agreed to use Champaign Park District property with care. Any damage or loss during the specified rental period and attributed to the above group is the financial responsibility of the undersigned. Damage deposits are returned based on post-permit inspection co-signed by user. Payment must be received two business weeks prior to the rental date indicated above or reservation will be released. No refunds for cancellations within two business days of rental date. The undersigned and the above named organization agree to accept and comply with all of the terms, conditions, and requirements set forth on the back of this agreement.

**This agreement does not include pavilion or building rental access or park permit use.*

Renter's Signature

Date

Please contact the Special Events Manager at 217-819-3931 with any questions.

STAFF USE ONLY

- _____ Risk Manager
- _____ Director of Recreation
- _____ Director of Operations
- _____ Executive Director
- _____ Special Events Manager

	Amount	Date Received
Application		
Certificate of Insurance		
Deposit (50% of estimated rental cost)	\$	
Base Fee	\$ 600	
\$150 Hourly Fee x _____ Total Hours =	\$	
Equipment Fee	\$	
Total Fees Due	\$	



1. Showmobile is:

- a portable 16' x 32' stage transported by a sound truck via trailer hook-up; and
- rentable for use only within Champaign and Urbana city limits when not in use by the Champaign Park District.

2. Showmobile cannot be:

- altered in any way;
- no tape, glue, or nails are to be used to hang items from stage;
- driven where there are poor road conditions; and
- used in inclement weather.

3. Renters assume responsibility for:

- all persons in attendance of their event;
- controlling and supervising all areas of their event;
- cleaning up all areas utilized immediately following their event;
- notifying local authorities of their event plans if necessary (approval letter maybe required prior to rental date);
- complying with the laws of the state of Illinois and the cities of Champaign or Urbana;
- overseeing that no alcohol or drugs are used by persons on the Showmobile; and
- vacating the Showmobile at the hour designated on the Showmobile Rental Agreement.

4. Certificate of Insurance must be provided 10 business days prior to the rental, naming Champaign Park District as additional insured and evidencing:

- general commercial liability protection of \$1,000,000;
- bodily injury of \$1,000,000; and
- property damage of \$100,000.

5. Authorized Champaign Park District personnel will be the sole handlers and operators of the Showmobile and its equipment.

6. Electrical capabilities are limited. Showmobile may be plugged into a standard 110-volt electrical outlet within 100' of the stage. A small generator is available for use when power source is too remote. When powered the Showmobile can supply electricity for a small pa system, stage lighting, etc. Renter is responsible for supplying power source within 100' of stage or securing additional power for extra activities.

7. Security, when required, must be approved by the Champaign Park District and paid by the renter.

8. Damage Deposit of 50% of total estimated rental cost minus any cost incurred because of expensed or damages to the Showmobile and its equipment during the designated rental period. Deposit will be applied towards final rental fees.

9. Cancellations and refunds must be requested two business days in advance of the rental date. (District personnel may make cancellations based on site and weather conditions.) Full Refunds, excluding a \$5 service charge, are granted when:

- cancellation is made two business days prior to rental date; or
- inclement weather occurs, unless Showmobile has been moved to the event location.

10. Dismissal by Executive Director or revocation of any granted rental may occur at any time without a refund if it is determined that:

- the application for rental contained any misrepresentation or false statement;
 - any condition set forth in the policies governing the rental is not being complied with; or
 - the safety of the participant in the renter's activities or other patron of or visitor to the parks is endangered by the continuation of such activity.
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