



**Brownsville**  
★  
**PARKS AND RECREATION**  
**REQUEST FOR MOBILE STAGE**

Organization/ Agency \_\_\_\_\_  
Main contact person requesting use \_\_\_\_\_  
Address \_\_\_\_\_  
Day Phone \_\_\_\_\_ Eve Phone \_\_\_\_\_  
Reason / Event for Rental \_\_\_\_\_  
Date(s) Requested \_\_\_\_\_  
Set-up Time and Day \_\_\_\_\_  
Take Down Time and Day \_\_\_\_\_  
Exact location(s) where mobile stage to be placed (including direction to face, etc.) \_\_\_\_\_

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**MOBILE STAGE RENTAL GENERAL POLICIES**

**Reservations**

- A. Priority in reserving a mobile stage is: 1) City of Brownsville 2) other governmental units, 3) local non-profit, fraternal, community, and service organizations, 4) business and individual use.
- B. Reservations are taken on a first come, first served basis.
- C. The City of Brownsville reserves the right to refuse rental of a mobile stage for any event deemed a potential hazard to the stage, or any event deemed not in the best interest of the City of Brownsville.

**Rules and Regulations**

It is understood that the group or organization using the mobile stage, represented by the undersigned below, will comply with the laws of the State of Texas, the City of Brownsville, and the following rules set forth by the City of Brownsville.

- A. The stage will not be altered in any way (including wiring into the electrical box).
- B. The group or organization renting the stage is responsible to see that no drugs or intoxicating liquors are used by persons on the stage.
- C. The group or organization renting the stage is responsible to see that all activities are properly controlled and supervised. Plans for program, supervision and control may be asked to be seen prior to the event. Said group/organization is responsible for cleaning up the area following the event, including the inside of the stage.
- D. The group or organization renting the Mobile Stage is responsible will assume responsibility and liability for all persons in attendance, and indemnify the City of Brownsville from any injuries, damages, or other claims arising from the use of the stage. The City of Brownsville may require a certificate of insurance evidencing the liability protection of \$300,000.00 bodily and \$100,000.00 property damage with the City of Brownsville shows as additional insured.

- E. The group or organization renting the stage will assume responsibility for any damage to the stage or equipment during the period of use.

**Delivery and Set-Up**

- A. The group requesting use of the stage shall have a representative present at the site at the time the unit is scheduled to arrive. The representative is to direct placement of the unit and accept delivery.
- B. The Mobile Stage will be delivered at the hour specified. Please make sure you allow for a minimum of (1) one hour set-up prior to the start of the event (this will vary depending on options). It is assumed that any additional time needed, such as a sound and light set up and take down for performers, be included within the specified time frame on the application.

**Fee Schedule**

- \$75.00 Non-refundable Holding Fee *(goes toward stage rental fee)*
- \$100.00 Refundable Damage Deposit Fee *(due when reserved)*
- \$500.00 Mobile Stage Rental Fee *(due 2 weeks in advance of event date)*

**Security Deposit & Holding Fee**

Is required by ALL groups renting the mobile stage. The deposit will be refunded when the stage is returned with no damage, stage is clean and pre and post inspection forms are completed. Please allow (30) thirty days for processing.

**Cancellation**

- A. Cancellation on the part of the renter must be made no later than forty eight (48) hours prior to the event. Arrangements must be made during normal business hours. Refunds prior to the forty eight (48) hours will be assessed a \$25.00 service fee from the damage deposit and the \$75.00 non-refundable holding fee will be forfeited.
- B. Cancellation within forty eight (48) hours will forfeit the entire security deposit.
- C. In the event the City of Brownsville cannot deliver the Stage and fulfill its part of the agreement, a full refund including security deposit will be made. The City of Brownsville cannot be held further responsible.

*I, the undersigned, agree on behalf of the group/organization renting the mobile stage to abide by the policies as outlined above and to assume full responsibility for any damage, theft, or loss to the stage unit(s) and accessories between the time the City of Brownsville completes set-up and the time take down occurs.*

Signature \_\_\_\_\_  
 Agency Name \_\_\_\_\_  
 Date \_\_\_\_\_

**PARD USE ONLY**

Fee Schedule  Check One:

- City – Sponsored, Government Agency
- Private, Local non-profit
- Other

Fees \$ \_\_\_\_\_ Holding Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Amount Due  
 \_\_\_\_\_ Date Paid in Full