



### Showmobile Request Form

Applicant's Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Description:  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of People Attending \_\_\_\_\_

Date (s) of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Take Down Time: \_\_\_\_\_

Hours of Event: From \_\_\_\_\_ To: \_\_\_\_\_

Hours of Event: From \_\_\_\_\_ To: \_\_\_\_\_

Exact Location For Showmobile Use (include address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Showmobile Rental-Terms of Use**

- A. Showmobile Request Forms must be received by the Parks Department thirty (30) days in advance of the rental date.
- B. The Superintendent of Parks (and if necessary, the Parks Board) will review and approve the request. The City reserves the right to refuse rental of the Showmobile for any event deemed a potential hazard to the Showmobile or its operators or any event deemed not in the best interest of the City of Bristol or the general public.
- C. Rental group must have a representative present at the site at the time the unit is scheduled to arrive. This representative is to direct placement of the unit and to accept delivery on any equipment rented by the user for the activity. The user will be charged if Showmobile has to be relocated after original placement.

- D. **Do Not Open, Close Or Move Showmobile.** The Showmobile cannot be opened or left open with any wind's over 20 mph. It will be at the discretion of the Park Attendant when to close the Showmobile.
- E. **Damage:** Any damage to the Showmobile or equipment used with the Showmobile for a performance will be repaired or replaced at the expense of the organization responsible for making the agreement of use with the Parks Department. Damage caused by negligence or misuse by performers or unsupervised audience members will be the responsibility of the sponsoring organization.
- F. **Payment:** Payment must be made in full at least 2 weeks prior to the event. If payment is not received the City reserves the right to cancel the reservation. Payment may be made via Check or Credit Card.
- G. **Insurance:** The City of Bristol requires submission of a Certificate of Insurance ten (10) days prior to delivery date.

**City of Bristol Insurance Requirements:**

- A. The Certificate of Insurance must include the following minimum limits of insurance coverage required for special events: **\$1,000,000 per occurrence, \$2,000,000 aggregate coverage for general liability.**
- B. The City of Bristol must be named on the Certificate of Insurance as additional insured under the general liability policy for the event.
- C. The Certificate of Insurance must include the name of the special event, date, time and location.
- D. The City of Bristol reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
- E. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

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**Showmobile Fee Schedule**

<b>Service</b>	<b>Proposed Rates</b>
Transportation TO and FROM event site	\$400.00/flat
Outside of Bristol Travel Fee (within 60 miles)	\$125.00/flat
Rental Fee	\$200.00/flat
Park Attendant-Showmobile Operator (required)	\$50.00/hr
Sound Technician <i>(optional)</i>	\$25.00/hr
Lighting Technician <i>(optional)</i>	\$25.00/hr

Signed: \_\_\_\_\_ Date \_\_\_\_\_

My signature acknowledges that I have read the terms of use and agree that the terms will be met including rental payment at least 2 weeks prior to the rental or the dates will be revoked.

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**Office Use Only:**

- Completed Showmobile Request Form
- Certificate of Insurance naming the City of Bristol as additionally insured
- Payment. Checks payable to Bristol Parks and Recreation

Showmobile Request: **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_