



# City of West Branch

121 N 4<sup>th</sup> St, West Branch, Michigan 48661  
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

## City of West Branch DDA Mobile Stage Reservation Form

Name \_\_\_\_\_ Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_ Event Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Event Date \_\_\_\_\_

<u>GROUP</u>	<u>FEE</u>
Public or Private Rental fee (maximum 20-mile radius from City)	\$400*
Refundable Deposit - REQUIRED	\$200
*This rate includes two hours of delivery/set up/pick up time.	
Distances further than 20 miles or circumstances causing more than two hours of the allotted delivery/set up/pick up time will be billed at the \$75 per hour rate.	_____ initial

### THE MINIMUM TOTAL OF \$600 PLUS ANY ADDITIONAL FEES FOR DISTANCES FUTHER THAN 20 MILES IS DUE AT THE TIME OF RESERVATION.

RENTAL POLICY: The City of West Branch Dept. of Public Works will provide transportation to and from said event, setup and close up of the mobile stage. The mobile stage is comparable in size to a semi-truck trailer. Through hydraulics, the sides of the trailer raise to form the roof and an interior wall lowers to form the stage. **Trailer must have a solid/firm foundation - no sand or grass.** The stage is elevated approximately four feet above ground. Stairways are provided. 110-volt single phase receptacles are provided. The mobile stage does not have a power source and therefore must be available on-site. The City of West Branch reserves the right to accept or reject any rental request at any time. Priority will be given to events located within the City of West Branch. No markings, advertising posters, etc. shall be permitted which will mar, deface, or damage the mobile stage. In the event of damage to the mobile stage, the damage will be documented with photos and any repair bills will be invoiced to the applicant named on the reservation form. **After the reservation has been made and paid for, and a cancellation is needed, if it is more than 30 days prior to the event your entire fee and deposit will be refunded to you. If it is 30 days or less, your deposit will be retained by the City, your fee only will be refunded to you. Other refunds may be authorized in special cases by the City Manager**

WAIVER/HOLD HARMLESS AGREEMENT: To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay on behalf of, and hold harmless the City of West Branch, its elected and appointed officials, employees and volunteers and all others working on behalf of the City of West Branch, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of West Branch, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the City of West Branch, and/or in any way connected or associated with this contract.

AGREEMENT: I have received, read and agree to abide by the rental policy, as well as all conditions on this application.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Form Approved by City Manager or City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Drop Off Date and Time: \_\_\_\_\_ Pick Up Date and Time: \_\_\_\_\_

Return inspection \_\_\_\_\_ Damage \_\_\_\_\_ Return of Deposit \_\_\_\_\_