



CITY OF WILMINGTON MOBILE STAGE RESERVATION

RESERVATION REQUEST INFORMATION			
Event Name		Event Description	
Sponsoring Organization/Agency		Contact Person(s)	
Mailing Address		Phone Number	Email
Date(s) Requested		Total of Days	
Requested Set Up Date and Time		Requested Take Down Date and Time	
Exact Location the Mobile Stage is to be placed (including direction to face, etc)			

RESERVATION GUIDELINES, FEES, AND PAYMENT

Type of Group	Stage Only Per Day	Stage with Extensions Per Day
City Sponsored (Free)	\$0.00	\$0.00
City/County Non-Profit	\$300.00	\$400.00
City/County Business Use	\$600.00	\$800.00
Out-of-Town (25 miles of City)	\$1,500.00	\$2,500.00
Clinton County Political Subdivisions	\$300.00	\$400.00

- Reservations are made every January for the current year on a first-come, first-serve basis. Completed requests should be sent to the Mayor's Office by mail, email, or fax.
- The City of Wilmington reserves the right to refuse reservation of the Mobile Stage for any event deemed hazardous or not in the City's or the public's best interest.
- Full payment of the reservation fee must be made at least two (2) weeks in advance of the Event. Otherwise, the reservation will be promptly canceled.
- Hourly fee of **\$50.00** per hour for City employees' services.
- Payment by **check only**, payable to the City of Wilmington.

RULES AND REGULATIONS

- Users shall comply with all relevant laws and regulations.
- The Stage shall not be altered in any way.
- No drugs or intoxicating liquors shall be used on the Mobile Stage.
- Users are responsible for supervision and cleanup of the Event area.
- Users must provide liability insurance.
- Users are responsible for any damage to the Stage or equipment.
- A detailed event schedule must be provided to the city at least one month before the Event.
- The Mobile Stage shall be set up on a hard surface such as concrete or asphalt.
- Users are solely liable for any personal injury or property damage during the reservation period.
- Relocation of the Mobile Stage incurs a \$500.00 fee.
- No staples, nails, tape, or adhesive permitted on the Mobile Stage.

- Users must comply with applicable Copyright law and indemnify the City against any violations.
- Failure to abide by rules and regulations may result in repair fees and cancellation of future reservations.

DELIVERY AND SET UP

- A representative must be present at the site one month prior to the Event.
- Users are responsible for accepting delivery of the Mobile Stage.
- A minimum two-hour setup is required prior to the event.
- City employees will not assist in setting up equipment other than the Mobile Stage.
- The city will determine whether the Mobile Stage is removed from the site after each day's use.

CANCELLATION

In the event cancellation is necessary:

- Users must cancel at least forty-eight (48) hours prior to the Event for a half refund.
- In the event of inclement weather, refunds are subject to specific conditions.
- If the City cannot fulfill its part of the agreement, the User shall be entitled to a full refund.

CITY-SPONSORED EVENTS

City-sponsored events refer to those events directly organized, funded, or sponsored by the City of Wilmington. These events may include official city celebrations, community gatherings, or municipal initiatives aimed at promoting civic engagement and community cohesion. City-sponsored events will be at the discretion of the Mayor.

AGREEMENT AND SIGNATURE			
The undersigned represents that they have been duly authorized to bind the User to the City of Wilmington's Mobile Stage policy, rules, and regulations. The User or its designated representative has read and fully understands and agrees to be bound by the terms and conditions of the City of Wilmington's Mobile Stage policy, rules, and regulations. The User accepts sole responsibility and liability for any and all damage to the Mobile Stage, its components, and any city equipment used to move the Mobile Stage during the term of the User's reservation of the Mobile Stage.			
Printed Name:		Signature:	
Agency:		Date:	

AGREEMENT AND SIGNATURE AT DELIVERY			
The undersigned represents that they, the User or its designated representative, acknowledge that the stage has been delivered and set up, that they understand the process to close up the stage, and that they have been duly authorized to bind the User to the City of Wilmington's Mobile Stage policy, rules, and regulations. The User or its designated representative has read and fully understands and agrees to be bound by the terms and conditions of the City of Wilmington's Mobile Stage policy, rules, and regulations. The User accepts sole responsibility and liability for any and all damage to the Mobile Stage, its components, and any city equipment used to move the Mobile Stage during the term of the User's reservation of the Mobile Stage.			
Printed Name:		Signature:	
Agency:		Date:	

OFFICE USE ONLY		
ACCEPTED BY:	Check One for Fee Schedule: <input type="checkbox"/> CITY SPONSORED (FREE) <input type="checkbox"/> City/County Non-Profit <input type="checkbox"/> City/County Business Use <input type="checkbox"/> OUT-OF-TOWN	<input type="checkbox"/> Paid _____ Date Paid _____ <input type="checkbox"/> Late Fee, if applicable <input type="checkbox"/> Cancelled, if applicable <input type="checkbox"/> Cancellation Refund, if applicable <input type="checkbox"/> Late Fee, if applicable
DATE:		
Fee: \$ _____ x _____ day = \$ _____ + \$50 x _____ hours = \$ _____ Amount Due		

SIGNATURE			
SIGNATURE:		DATE:	