

Event Stage Rental Program

Community Services Department
Town of Petawawa



Table of Contents

Introduction.....	1
General Information.....	1
Rental Fees and Area.....	2
Community Services Contact.....	3
Rental Process.....	4
Rental Application Form.....	5
SL 50 Mobile Event Stage Rental Agreement.....	7
Pre-delivery Inspection Form.....	12
Stage Inspection Form.....	13

SL 50 User’s Manual 2015 will accompany the rental.

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Revised: May 2019

Introduction

The Town of Petawawa purchased a Stageline SL 50 mobile stage through a major financial contribution by the Petawawa Civic Center Fundraising Committee. In addition to use at Town events, the stage was purchased under the premise that it could be made available to the local area as a means of providing support to community events and festivals while at the same time generating the funds necessary to replace the stage when the time comes.

The Stageline SL 50 is a top-of-the-line mobile stage manufactured in Canada. The stage is designed to be used on even surfaces and, once installed, provides a stable and safe platform for events of all types and natures. The mobile stage is easily set up by two trained and qualified Town of Petawawa staff persons in about 1 hour.

In order to facilitate easy, proper and responsible rental of the stage, a rental program was established by the Community Services Department. The rental program encompasses three (3) modules that include an application process, pre- and post-rental inspections and a detailed standard operating procedure to be followed by both Town of Petawawa employees and the renter.

General Information

The Stage

The Stageline SL 50 is manufactured by Stageline Mobile Stage Inc. located in L'Assomption, Quebec. The stage is approximately 22' x 16' in size. The roof for the stage is slightly larger at 21'6" x 16'11". When it arrives in its trailer form, its dimensions are 22'4" x 8'. Additionally, the trailer is 9'11" high and weighs about 5200 lbs. The stage is made out of aluminum and plywood. Detailed specifications are included on page 15 of this document.

Stage Rental Application

The stage rental is initiated through an application process which asks the renter for detailed information about their event and the event location in order to determine suitability of rental. All stage rentals must have the written approval of the Parks and Recreation Facilities Supervisor.

Specific requirements of the rental include:

- Signed rental agreement
- Inspections
- Proof of general liability insurance coverage in the amount of \$2,000,000 for the rental of the stage and the event

Pre- & Post-Rental Inspections

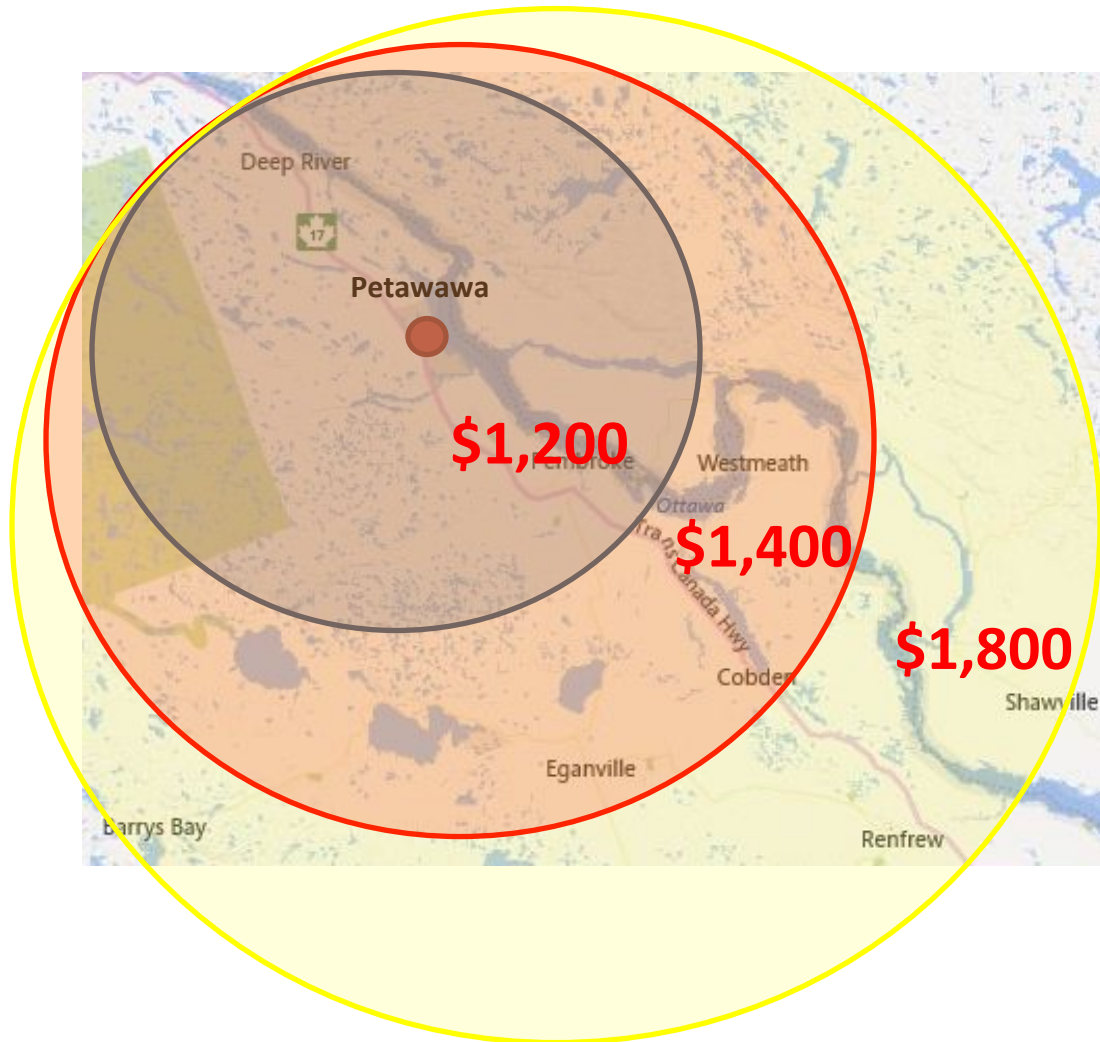
Pre- and post-rental inspections will be conducted as part of the stage rental process. All inspections will be performed by trained and certified Community Services Department staff. The pre-inspection will involve inspection of the trailer prior to leaving the Petawawa Civic Centre. An inspection will again be performed by the renter and staff once the trailer has arrived on site. Once the stage is set up, a third inspection will be performed by staff and the renter. Once the stage is handed off to the renter, the renter will be responsible for all conditions associated with the stage and all of its components. A post-use inspection completed by staff and the renter will determine deficiencies that may exist. Should deficiencies exist, an invoice for any required repairs will be forwarded to the renter immediately following the rental period.

Standard Operating Procedure

A Standard Operating Procedure (SOP) has been developed in concert with the manufacturer's User's Manual. The SOP, an operational guideline, is to be followed at all times while the stage is in use and in transportation between locations. Failure by the renter to adhere to the guidelines as established in the SOP will nullify the rental agreement and all additional costs associated with the rental and cancellation of rental will be borne by the renter.

Rental Fees & Area

The Town of Petawawa stage was purchased to offset expensive commercial stage rentals for Town of Petawawa events. Mobile stages are sizeable investments. In order to offset the cost of rental administration, stage mobilization, set-up/take-down and lifecycle replacement, a fee structure has been designed to accommodate all of the above. The fees associated with the rental cover the cost of the Town to perform the rental as well as provide sufficient funds to allow for replacement at the end of the stage's useful life. The Town of Petawawa does not profit from the revenues gained through the rental program. The fees associated with rental are extremely competitive and far less than current commercial market rates. Prices are firm and are per rental (1-2 evenings).



Rental Area

Due to the requirement for trained and certified staff to perform both set-up and tear-down of the stage, the following geographical limits will be applied to all stage rentals. Under no circumstances will the stage be rented beyond Area 3.

Area 1 – stage location no more than approximately ½ hour drive away from Petawawa. This area includes Deep River and Pembroke.

Area 2 – stage location no more than approximately 45 minute drive away from Petawawa. This area includes Township of Whitewater Region (Cobden/Beachburg) and Township of Bonnechere Valley (Eganville).

Area 3 – stage location no more than approximately 1 hour drive away from Petawawa. This area includes Renfrew, Township of Madawaska Valley (Barry's Bay) and Shawville (Que.).

Community Services Contact

Please review the rental program carefully, direct any questions and submit form to:

Mr. Mark Reinert
Parks and Recreation Facilities Supervisor
Department of Community Services
Town of Petawawa
16 Civic Centre Road
Petawawa, ON
K8H 3H5
613-687-5678 ext. 2108
mreinert@petawawa.ca

Office hours: Monday to Friday 8:00 a.m. to 4:30 p.m.

Rental Process

①	Submit the rental application and rental agreement to the Community Services Department at the Town of Petawawa. If the rental is by an association or corporation, the renter must have the authority to bind the association or company to the rental agreement.
②	The renter will be required to provide comprehensive general liability insurance that includes replacement coverage. An insurance certificate indicating that coverage of \$2,000,000 has been established for the rental period must be included with the rental agreement prior to final approval. The Town of Petawawa must be named as an additional insured on the insurance certificate.
③	Payment for the stage rental must be made by cash, debit or cheque prior to delivery.
④	Due to the operational and replacement costs associated with rental of the mobile stage, the Town of Petawawa will not entertain requests for waiving or discounting of fees associated with rental by charitable organizations or fundraising events.
⑤	Pre-Delivery Inspection – prior to delivery, the stage will be inspected by Town staff to ensure that all components are contained within the stage trailer and that the trailer/stage is ready for transport and use. The pre-delivery inspection form will be completed by staff.
⑥	Site Inspection – once the trailer arrives on site, staff will inspect the trailer prior to set up to ensure no damage incurred during travel. Staff will also conduct a site inspection to ensure appropriateness for set-up of the stage. At any time should staff feel that the requested location is inappropriate for stage set-up, the staff person will work with the renter to establish an appropriate set-up location for the event. Staff will at all times have the authority to determine exact stage location and whether set-up is possible.
⑦	Stage Set-Up – Stage set-up will take approximately 1 hour. Once the stage has been fully erected, a pre-event stage inspection will occur. The renter will be required to participate in the inspection and sign off on the inspection results. At this time, staff will review the Standard Operating Procedure (SOP) with the renter. Items such as correct use, wind speeds and damage to the stage will be explained to the renter at this time. If live music is going to be played on the stage and/or speakers are to be hung from the stage during the event, it is recommended that the sound technicians participate in this process.
⑧	Event Period – during the event period, the renter will be 100% responsible for the stage. Special attention should be paid in periods of heavy wind as per the procedures on the stage itself; please refer to the User Manual for requirements. It is recommended that the renter ensure 24 hr. care for the stage during the rental period.
⑨	Stage Tear-Down – Tear-down will take approximately 1 hour. Staff will arrive at the event site at the time agreed upon in the rental contract. Staff will conduct a post-use inspection of the stage to ensure no damage has been incurred to the stage. The renter must participate in this post-event inspection. Sign-off by the renter on stage condition will be required at this time.
⑩	Stage Return to the Petawawa Civic Centre – Once all post inspections have been completed, the trailer will be returned to the Town of Petawawa. Staff will complete a visual circle check of the trailer upon return to its storage bay.



Stageline SL 50 Stage Rental Application Form

Renter Information

Name:			
Association/Corporation:			
Address:			
Telephone:	Home:	Bus:	Cell:
E-Mail:			
Alternate Contact:			
Telephone:	Home:	Bus:	Cell:
E-Mail:			

Rental information

Please note that the Town of Petawawa requires a minimum of 30 days' notice for all rental requests.

	Delivery	Pick-up
Dates:		
Times:		

General Event Information

Please provide a brief description of the event and, in particular, how the stage will be used during the event. Include details on event location, event schedule, etc. Event posters, schedules, itineraries etc. can be attached to the application.

Detailed Event Information

<p>Exact type of use (please specify):</p>	
<p>Ground type and condition:</p>	<p><u>Type:</u> <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Sand <input type="checkbox"/> Turf Other: _____</p> <p><u>Condition:</u> <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Dry <input type="checkbox"/> Wet</p>
<p>Expected weight load on stage:</p>	<p>Total weight (lbs/kg): _____</p> <p>Weight per sq/ft or kg/m²: _____</p>
<p>Required rigging (sound/light):</p>	
<p>Backdrop required:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Ramp required:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Access to stage location (Please provide information on accessing the stage location.)</p> <p>*A site map of the event indicating trailer access and stage location is required.</p>	



Stageline SL 50 Mobile Event Stage Rental Agreement

Agreement made this _____ day of _____ (month), 20_____.

Between: Town of Petawawa (the Town)
1111 Victoria St.
Petawawa, ON
K8H 2E6

And

Organization: _____

Name: _____

Street address: _____

City/Town: _____

Postal Code: _____

Telephone: Home: _____ Bus: _____ Cell: _____

Event Name and Location:

Rental Period: _____ to _____.

Rental Fee: \$1,200.00 \$1,400.00 \$1,800.00 ** plus HST

Terms and Conditions of Rental

1. The person who signs the Rental Agreement must be duly authorized to do so on behalf of the Renter (and of the sponsoring organization/ corporation, if applicable).
2. The Renter must be the full age of 18 years.
3. The Rental Agreement must be signed by both the Renter and the Parks and Recreation Facilities Supervisor prior to stage rental.
4. The rental fee, in the form of cash, debit or certified cheque, must be duly accepted by the Community Services Department prior to the rental period.
5. **The Renter assumes all liability for the stage during the entire Rental Period, including both the active event time and dormant hours (when not in use and still in the possession of the renter). The Renter does hereby indemnify and save harmless the Town of Petawawa from any and all manner of actions, causes of action, suits, debts, proceedings, claims, demands, damages, sums of money, grievances, executions, and liabilities of every kind and nature whatsoever, whether in law or in equity, which the Town of Petawawa might suffer, incur or otherwise be liable for arising from, incidental to, or in connection with the stage rental by the Renter, including but not limited to negligence or gross negligence on the part of the Town of Petawawa or the Renter, acts or omissions by the Town of Petawawa or the Renter and/or a failure by any party to adhere to the terms and conditions set out in the Rental Agreement. By signing their initials on the space provided beside this paragraph, the Renter acknowledges that they have read and this paragraph thoroughly, agree to the assumption of risk and full indemnification of the Town of Petawawa as described above and understand the serious legal nature of this provision.**

Initials

6. It is the responsibility of the Renter to make all members of its group using the Town of Petawawa SL 50 mobile stage aware of the terms and conditions of the Town of Petawawa Rental Agreement and to provide the members with a copy of these terms and conditions, if requested.
7. The Renter understands that the Town of Petawawa staff have full control of the mobile stage and its appropriate and safe set-up and tear-down. If deemed necessary for the safety of the participants, spectators or the public at large that may be using the stage or engaging in activities adjacent to the stage, they may shut down operations as deemed necessary. Should such a cancellation occur, it is understood that the Town of Petawawa will not be held responsible for any loss incurred by the Renter.
8. The Renter understands that the actions of staff are directed by Corporate Policy. Any concern to Corporate Policy and/or the actions of staff need to be addressed to the Director of Community Services. Any abuse or harassment of staff on such matters will not be tolerated.
9. In the event that the Renter cancels the booking for which rental fees have been levied, a full refund/credit will be granted provided that the Town receives 7 days' notice. Should notice be given within the 7 day notice period, a partial refund (50%) will be granted.
10. The Town reserves the right to cancel the mobile stage rental at any time for the purpose of repairs to the mobile stage or for any reason it deems necessary. In the event of such cancellation, the affected Renter will be provided as much notice as possible and any applicable fees will be refunded.
11. The Town reserves the right to cancel the Rental Agreement if the Renter or individual members of the Renter's group violate any prohibited activity as established by the rental terms and conditions, Municipal Parks By-Law #359-06 or by the provincial or federal government. No fees will be refunded under these circumstances.
12. The Renter shall, at its own expense, maintain during the rental period comprehensive general liability insurance of not less than \$2,000,000 naming the Corporation of the Town of Petawawa as an additional insured. An insurance certificate indicating such will be required to be provided to the Town prior to the release of the mobile stage.
13. The Renter understands that the Town of Petawawa will not be held responsible for lost or stolen property associated with mobile stage use.
14. The Renter will be responsible for providing electrical power to the stage for set-up and tear-down purposes.
15. Where sound and lighting equipment will be affixed to the stage, the Renter will ensure that all staff/technicians are properly and adequately trained, certified and/or licensed to perform these duties. The renter will ensure that all work at heights will be conducted in a safe and responsible manner and done in compliance with the OHSA and its corresponding regulations.
16. The Renter is responsible for security of the mobile stage during the entire event including dormant hours. The Renter is responsible for lost, stolen or damaged mobile stage equipment beyond Town of Petawawa control and shall reimburse the Town of Petawawa accordingly.
17. Changes to the stage set-up after original set-up and sign-off must be completed by Town staff. Additional charges will apply.
18. The Town of Petawawa will not be held responsible for damages caused by fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, etc.
19. The Town of Petawawa will not be responsible for any losses incurred by the renter/event organizer as a result of loss of use of the stage due to mechanical breakdown associated with the mobile stage or its tow vehicle.
20. The Town of Petawawa will not be responsible for injuries that occur as a result of the Renter's use of the stage.
21. All advertising banners to be hung from the stage must be approved in advance of use by the Town of Petawawa in order to ensure appropriateness (size, weight and content) for the stage and the event undertaken.
22. The Rental Agreement will be binding, rain or shine.
23. The Renter understands that, while they are in possession of the mobile stage, they are responsible for adherence at all times to the operational parameters with respect to floor loads and windy conditions as provided at time of rental.

The undersigned has read, fully understands and agrees to be bound by this Rental Agreement and the Terms and Conditions contained herein. Personal information is collected on this form under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purposes of processing your application and management of the Town of Petawawa equipment rental programs. Questions regarding the collection of this information may be addressed to the Director of Community Services at 613-687-5678 ext. 2104.

Signatures

 Renter/ Renter's Representative

 Name – please print

 Company/Association/Event

 Date

 Town of Petawawa

 Name – please print

 Title

 Date

For Town Staff Only - Please initial each box authorizing approval:

1 Payment and Insurance

A. An insurance certificate has been received providing for appropriate liability and replacement coverage.	YES		NO	
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Comments:

B. Any additional fees to be charged as part of the rental?	YES		NO	
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Amount: _____

Comments:

C. Payment in full including any additional charges has been provided for the stage rental?	YES		NO	
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Comments:

2 Approvals on specific use of the stage

A. Stage and certified staff are available on dates and times specified?	YES		NO	
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Comments: _____

B. Type of use is appropriate for the stage?	YES		NO	
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Comments: _____

C. Approximate weight loads and rigging requirements can be accommodated by the SL 50 stage?	YES		NO	
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Comments: _____

D. A site map including photos of the site have been provided that includes adequate trailer access/egress and a sound surface for stage set-up and operation.	YES		NO	
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Comments: _____

3 Final Approval

A. The renter, as stated above, has met all of the requirements and conditions of rental.	YES		NO	
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Comments: _____

B. Rental of the Town of Petawawa SL 50 Mobile stage is granted to the renter as stated above.	YES		NO	
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Parks and Recreation Facilities Supervisor Signature: _____

Date: _____



Pre-Delivery Inspection Form

The pre-delivery inspection ensures that the SL 50 mobile stage is in good working condition, ready for road travel and equipped for the scheduled event it will be set-up at. Staff is to complete the circle check prior leaving home base for the specified base.

Stage/Trailer
<input type="checkbox"/> Tires – wear, pressure
<input type="checkbox"/> Tongue – tool box, winch, dolly
<input type="checkbox"/> Spare tire – condition, inflation
<input type="checkbox"/> Hitch – clasp, lock
<input type="checkbox"/> Walls – scrapes, dents, cracks
<input type="checkbox"/> Roof - scrapes, dents, cracks
<input type="checkbox"/> Hardware – complete damage
<input type="checkbox"/> Lights – condition, operation
<input type="checkbox"/> License - condition
<input type="checkbox"/> Electrical – condition, operation
<input type="checkbox"/> Control panel – condition, operation

Tow Vehicle
<input type="checkbox"/> Tires – wear, pressure, tread
<input type="checkbox"/> Parking break - condition
<input type="checkbox"/> Fluid levels – oil, gas, breaks, leaks
<input type="checkbox"/> Lights/turn signals - functioning
<input type="checkbox"/> Visibility check – mirrors, windows
<input type="checkbox"/> Wiper/ washer - operation
<input type="checkbox"/> Wheels & Fasteners – loose, missing
<input type="checkbox"/> Load – secure and compliance/regs.
<input type="checkbox"/> Emergency equipment – compl.
<input type="checkbox"/> Horn - operation
<input type="checkbox"/> Hitch – hitch, harness, wiring

Deficiencies:

Inspection Date: _____

Certified Operator
Name (print): _____

Signature: _____



Stage Inspection Form

The stage inspection form is to be used by certified SL 50 staff when inspecting the stage once set up on site and prior to tear-down once the event is over. Differences in stage condition between set-up and tear-down will be reported to the Parks and Recreation Facilities Supervisor. The renter is 100% responsible for any damages that may have occurred as a result of use of the stage.

Set-up
<input type="checkbox"/> Tires – wear, pressure
<input type="checkbox"/> Tongue – tool box, winch, dolly
<input type="checkbox"/> Spare tire – condition, inflation
<input type="checkbox"/> Hitch – clasp, lock
<input type="checkbox"/> Walls/backdrop – tears, cracks
<input type="checkbox"/> Stage flooring – chips, scrapes
<input type="checkbox"/> Roof - scrapes, dents, cracks
<input type="checkbox"/> Hardware – complete damage
<input type="checkbox"/> Lights – condition, operation
<input type="checkbox"/> License - condition
<input type="checkbox"/> Electrical – condition, operation
<input type="checkbox"/> Control panel – condition, operation
Set-up deficiency:
Renter Name/Signature:
Certified Operator Name/Signature:

Tear-down
<input type="checkbox"/> Tires – wear, pressure
<input type="checkbox"/> Tongue – tool box, winch, dolly
<input type="checkbox"/> Spare tire – condition, inflation
<input type="checkbox"/> Hitch – clasp, lock
<input type="checkbox"/> Walls – scrapes, dents, cracks
<input type="checkbox"/> Stage flooring – chips, scrapes
<input type="checkbox"/> Roof - scrapes, dents, cracks
<input type="checkbox"/> Hardware – complete damage
<input type="checkbox"/> Lights – condition, operation
<input type="checkbox"/> License - condition
<input type="checkbox"/> Electrical – condition, operation
<input type="checkbox"/> Control panel – condition, operation
Tear-down deficiency:
Renter Name/Signature:
Certified Operator Name/Signature:

