

City of Syracuse Parks & Recreation

Application for Bandwagon Stage Rental

Office of Special Events ♦ 412 Spencer Street ♦ Syracuse, NY 13204
Phone: 315-473-4330 ♦ Fax: 315-428-8513

Please use this application for the rental of the City Bandwagon Stage. Bookings for the rental of the stage are done on a first request basis.

RENTAL RATES:

City Limits Outside City

- | | | |
|--------|--------|--|
| \$ 150 | \$ 250 | Daily rental fee for the bandwagon stage |
| \$ 80 | \$ 120 | Delivery &/or pickup during normal working hours (between 6 a.m. and 2 p.m. on weekdays) |
| \$ 200 | \$ 300 | Delivery &/or pickup outside of normal working hours (after 2 p.m. on weekdays and weekends) |

BANDWAGON STAGE RENTAL INFORMATION

Organization Requesting Bandwagon: _____

Event Name: _____ Event Date(s): _____

Delivery Address & Description of Location: _____

Delivery Time: _____ Pickup Time: _____

POWER NEEDS

*The stage does not come with power, if you need access to power please fill out the information below for the rental of the city generator. **Generator availability is NOT guaranteed and rental fees will apply.***

Delivery Time for Generator: _____ Pickup Time: _____

Fuel Fee: \$50 Delivery/Pickup Fee: \$180

DELIVERY & PICKUP CONTACT INFORMATION:

Please list the contact information of the person who will be on site when the bandwagon stage is delivered and picked up

Name: _____ Cell Phone: _____

E-mail Address: _____

CONTACT FOR BILLING & PAYMENT OF RENTAL FEES:

Name: _____ Phone: _____

Address: _____

Email: _____

PLEASE NOTE THE FOLLOWING

Please read each of the following carefully and initial next to each item indicated you have read them and agree to each point.

INSURANCE

The City needs to receive a certificate of liability insurance with a general aggregate of at least \$1million that names the City of Syracuse as additionally insured. In addition, we need a copy of the endorsement page. We would ask that the insurance certificate be in our office at least one week prior to your event. You can obtain this certificate from your organization's insurance company. The certificate holder should be: City of Syracuse, c/o Dept. of Parks, Recreation and Youth Programs, 412 Spencer St., Syracuse, NY 13204. It can be sent to our offices at the above address, emailed to bnugent@syr.gov or faxed to (315) 428-8513.

SOUND & POWER

The bandwagon stage does not come with sound or power. Power can be made available by rental of the city generator if available. Rental fees will apply.

DIMENSIONS & LOCATION APPROVAL:

The bandwagon measures approximately 24' long, 14' deep when fully opened, and 40 inches from the ground to the floor of the stage. The stage weighs approximately 10,000 pounds, so it is best to set it up on a hard surface to avoid sinking into the ground. All location placements are subject to the approval by the Special Events and Grounds Maintenance divisions.

PARKING THE BANDWAGON STAGE ON CITY STREETS

If the bandwagon stage is to be parking on a city streets, you must show proof of an approved permit by DPW to close the street. A 20-foot fire lane is required on either side of the unit in order to allow for emergency vehicle access. If the desired street location is not wide enough to allow for a 20-foot fire lane, the city stage cannot be set up on that street location. Many times the bandwagon is parked along one curb line to allow for the 20-foot lane in front of it if the street is wide enough.

DAMAGE

If you are hanging banners or other signs in or on the bandwagon, please use the banner line that is strung along the back of the stage near the top. Please DO NOT tape, staple or use velcro strips to hang banners. Any damage done to the stage unit that results in the need for repairs will be passed back to the group renting the stage in the form of a formal invoice with stated damage & repair costs.

RENTAL PAYMENT

If your request is approved, you will receive a confirmation notice via email along with the amount that is owed. The stage is not considered "booked" until payment has been made. You will receive an invoice with the amount owed for the rental of the stage. Failure to make payment means the stage will not be delivered or your desired date opens back up for other bookings.

Signature of Authorized Representative: _____ DATE: _____

Please Print Name: _____

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND AGREED TO THE POINTS ABOVE