

General Guidelines

The Showmobile Stage (Stage) is available for rent by contacting the Special Events Department.

1. Delivery and use of the Stage out of city limits requires written City Manager approval.
2. The Stage shall not be used for commercial or advertising purposes.
3. No alcoholic beverages or tobacco products are permitted on the *Stage*.
4. The *Stage* must be placed on a hard surface subject to staff discretion.
5. Only City of Hartsville employees are allowed to set up and break down the *Stage*.
6. Applicant must provide electrical service: 220v, 4-prong outlets, and 50 amp breaker.
7. Banners may be attached to the canopy only by City of Hartsville setup crew.
8. A representative of the Applicant must be present during the delivery and setup of the *Stage* in case a City staff member has any questions.
9. A refundable \$100.00 cleaning/damage fee must be deposited with the City when the rental fee is paid. When the City staff picks up the *Stage* after the event, they will inspect it. If the *Stage* is clean and damage free, the deposit will be refunded. Otherwise, the deposit will be forfeited.
10. Proof of liability coverage (\$1,000,000.00) indicating the City of Hartsville as the additional insured party is required.
11. A complete signed application and \$100 deposit is required at the time of reservation. Remaining balance to be paid 30 days prior to event.
12. A 2 week minimum notice is required to rent the stage.
13. Applicants/activities using City property will not discriminate on the basis of race, religion, color, national origin, sex, disability, sexual orientation, or age.

A map indicating the physical address of the event and orientation/direction of the Stage must be provided by the applicant no later than one week prior to the event. The site must be inspected and approved by a City of Hartsville Staff Member. No out of county use.

Please notify the Special Events Coordinator if there is a change after submitting application (time, date(s), location, route, etc.) Return this application to the Special Events Coordinator. In person at The Key, 106 East Carolina Avenue, Monday – Friday 11 a.m. – 5 p.m. By mail to PO Drawer 2497, Hartsville, SC 29551. By email to specialevents@hartsvillesc.gov.

Pricing Information

Classification	First Day	Second Day	Third Day
Individuals (In City Limits)	\$300	\$150	\$150
Individuals (Out of City Limits)	\$600	\$300	\$300
Businesses (In City Limits)	\$500	\$250	\$250
Businesses (Out of City Limits)	\$1000	\$500	\$500
Non-Profit Organizations	\$300	\$150	\$150

*In addition, a \$200 flat fee will be assessed to cover the costs of travel and personnel fees.

The City of Hartsville reserves the right and sole discretion to refuse to rent the stage to any organization or for any event it determines is not appropriate.

Application

Event Name: _____ Event Location: _____

Event Date(s): _____ Delivery Time: _____ Pick Up Time: _____

Site Approval Date: _____ Event Host: _____

Contact Information (This person should be reachable the day of the event)

Name: _____ Email Address: _____

Phone: _____ Cell: _____

Street Address: _____

Mailing Address: _____

Applicant's Assumption of Risk, Liability for Claims, and Indemnification of City

The City of Hartsville accepts no responsibility for injuries or losses arising from Applicant's rental or use of the *Showmobile Stage* or other-wise arising on the premises where the said event will take place. Applicant assumes all risks, known and unknown, for any and all losses or damages to Applicant, its agents, employees and subcontractors, as well as to anyone else which arise from Applicant's use of the *Showmobile Stage*, including but not limited to its stage, associated equipment, accessories and facilities, before, during or after the said event; in which event the Applicant agrees to be solely and fully responsible for all claims; and including all liabilities arising from any actions by the Applicant, its officers, employees, agents, volunteers, assistants, caterers, subcontractors or performers.

Applicant further agrees to fully indemnify the City and to hold the City harmless from any and all such claims, including costs and attorney fees incurred by the City, and regardless of whether the City is sought to be held liable, jointly or severally, and regardless of whether the City is found to be legally liable, jointly or severally, for any such claims.

Applicant's Liability for Casualty Losses and Damages to *Showmobile Stage*:

Applicant agrees to be, and shall be, before, during or after the said event, from the time of delivery until the time of pickup, fully responsible to the City for any damages or losses occurring to the *Showmobile Stage*, including but not limited to its stage, associated equipment, accessories and facilities.

Applicant Not City's Employee or Agent:

It is fully agreed and understood by the applicant that at all pertinent times, and for the duration of this contact. Applicant is, and shall always be considered to be an independent party or entity from the City and applicant shall not be, nor be considered to be, in any employer-employee relationship, or in any form of agency relationship with the City.

I have read, understood and agree to abide by the terms of this contract.

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Applicant Signature: _____ Date: _____