



**CITY OF MORENO VALLEY
PARKS AND COMMUNITY SERVICES DEPARTMENT
MOBILE STAGE RESERVATION APPLICATION**

Permit No. _____

Mobile Stage reservation requests must be submitted to the City of Moreno Valley Parks and Community Services Department a minimum of forty-five (45) business days prior to the reservation date requested. For reservation information, contact the Parks Division at (951) 413-3702, Monday through Friday, 6:00 am to 3:30 pm.

Requesting Organization

Name: _____
 Contact Person: _____
 Address: _____
 City: _____ Zip: _____
 Phone: Day: _____ Eve: _____
 Email: _____

On-Site Contact: _____
 Phone: _____
 Cell: _____

Individual Requested Day(s) and Time

Date	Day	Start	Finish

Intended Use of Mobile Stage

Activity: _____
 Site Address: _____

 Major Cross Streets/Site Description: _____

Please provide exact directions to site, including major cross streets. If the location is for outside the City of Moreno Valley limits, the user group will be charged for staff time. Attach a detailed diagram and map of delivery site including street names, entry access road, stage power source and direction of setup. Failure to include a diagram and map may result in denial of your application.

Equipment and Fees

Standard Setup includes – 13.6' x 36' (486 sq. ft.) Mobile Stage Rental and use of "Blue" Stage Skirting and Curtain.
 Standard Setup with platforms is 21.6" (774 sq. ft.) Mobile Stage Rental and use of "Blue" Stage Skirting and Curtain.

Power Source Needed? Yes No Stage is equipped with 30 amps of power.

If additional power is needed, it is the applicant's responsibility to provide and secure the additional power source.

<u>Organization Classification</u>	<u>Rental Fee</u>	<u>Rental Fee Outside City Limits</u>	<u>Delivery/Set-up, Pickup, Stage Only</u>	<u>Delivery/Set-up Pick up, with Platforms</u>	<u>Refundable Deposit</u> <small>(Required with submission of application)</small>
User Group I Per Use	\$0.00	\$0.00	\$304.00*	\$684.00*	\$104.80
User Group II Per Use	\$148.80	\$633.10	\$304.00*	\$684.00*	\$104.80
User Group III Per Use	\$616.30	\$660.40	\$304.00*	\$684.00*	\$104.80

Insurance and Security

Insurance Requirements: Certificate of Insurance for \$1,000,000, naming the City of Moreno Valley, The Moreno Valley Community Services District, and the Moreno Valley Housing Authority. Additional endorsements are also required. Once application is received insurance requirements will be forwarded to applicant.

Security Requirements: Overnight rentals require security while Mobile Stage Unit is on site at the reserver expense. Applicants must provide Parks and Community Services with a copy of their security contract at least one week prior to their event.

I will specifically accept responsibility for any damage to the Mobile Stage as a result of the occupancy of the group/organization I am representing. I agree to hold harmless the City of Moreno Valley, Moreno Valley Community Services District and Moreno Valley Housing Authority, and all of their employees and/or agents from any and all injuries, losses, damages and liability either to person or property, which may be sustained while using said property.

Signature of Applicant _____

Date _____

City of Moreno Valley Parks and Community Services Department Office Use Only

Comments:	
Delivery Date: _____	Time: _____ A.M. / P.M.
Pickup Date: _____	Time: _____ A.M. / P.M.
Fees:	
User Group Classification: _____	Application Status: Approved _____ Denied _____
*Add'l Hrs (@ \$38/hr. per staff): _____	
Total Amount Due: _____	Active Net Permit Number: _____
Receipt #: _____ Amount Paid: \$ _____	
Receipt #: _____ Amount Paid: \$ _____	
Deposit: _____	
Receipt #: _____ Amount Paid: \$ _____	Parks Supervisor/Date _____
Park Staff Assigned: _____	
	Parks Superintendent/Date _____