

**QUINCY PARK DISTRICT**  
1231 BONANSINGA DR.  
QUINCY, ILLINOIS 62301

**\* 2019 \***

**SHOWMOBILE APPLICATION/RENTAL AGREEMENT**

PLEASE READ THE ATTACHED SHOWMOBILE RENTAL RULES AND REGULATIONS  
BEFORE FILLING OUT AND SIGNING THIS AGREEMENT.

*Application & all fees are due 3 weeks prior to the event.*

OFFICE USE ONLY	
\$ _____	Rental Fee
\$ _____	Set Up/Take Down
\$ _____	Addtl. Services Fee
\$ _____	Less Deposit Paid
\$ _____	Balance Due
1. Application Rec'd _____	
2. Cert. of Ins. Rec'd _____	
3. QPD Co-Sponsored: ___ Yes ___ No	

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Name of Organization	Address	Phone
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Contact Person	Address	Phone
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Dates Requested: \_\_\_\_\_ For Purpose of: \_\_\_\_\_  
(Describe Event)

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Please deliver to: \_\_\_\_\_  
(state exact location of site)

Contact Person at site: \_\_\_\_\_  
(Person who will meet Showmobile staff prior to event)

Stage Size: (Select One) 14'8" x 32' \_\_\_\_\_ 22'8" x 48' \_\_\_\_\_

Showmobile set-up by: \_\_\_\_\_ A.M./P.M. Remove by: \_\_\_\_\_ A.M./P.M.

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Do you have any special set-up needs or additional services? Such as additional staging etc. (costs may be increased according to special needs)

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I ACCEPT RESPONSIBILITY FOR CARE OF THE SHOWMOBILE AND ITS ACCESSORIES AND AGREE TO PAY FOR ANY DAMAGES OR LOSS THAT MAY OCCUR DURING THE ABOVE STATED EVENT. I ALSO AGREE TO ASSUME GROUP ADHERENCE TO THE REGULATIONS SET FORTH ON THE ATTACHED SHEET, AND TO PROVIDE INSURANCE COVERAGE AS NECESSARY.

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Signature of Adult	Date
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# Quincy Park District SHOWMOBILE RENTAL FEES

Stage (14'8" x 32') for up to two days:

- Not for profit \$575
- Profit (Private, Business) \$800
- QPD Co-Sponsored Event \$75
- QPD Affiliate (1<sup>st</sup> Rental) \$0
- QPD Affiliate (More than 1) \$75

Stage (Up to 22'8" x 48') for up to two days:

- Not for profit \$875
- Profit (Private, Business) \$1,100
- QPD Co-Sponsored Event \$175
- QPD Affiliate (1<sup>st</sup> Rental) \$0
- QPD Affiliate (More than 1) \$175

**ADDITIONAL \$200 IF INITIAL SETUP OR FINAL TAKE DOWN IS ON A SATURDAY, SUNDAY, HOLIDAY, OR AFTER MAINTENANCE WORK HOURS.**

**A SITE VISIT BY QUINCY PARK DISTRICT STAFF IS REQUIRED PRIOR TO FINAL APPROVAL BY THE DISTRICT.**

**ADDITIONAL SERVICE FEES:** \$35 per hour. This fee includes additional setup/take down costs for consecutive day events and additional costs for setup/take down of non-standard showmobile equipment.

**A DEPOSIT FEE OF \$250 IS REQUIRED AT THE TIME OF RESERVING THE SHOWMOBILE.**

QUINCY PARK DISTRICT  
SHOWMOBILE  
RULES AND REGULATIONS

1. All groups or organizations using the showmobile will comply with the laws of the State of Illinois, the City of Quincy, and the ordinances and policies set forth by the Quincy Park District.
2. Groups and organizations will assume all responsibility and liability for all persons in attendance. The Quincy Park District will require a certificate of insurance with liability protection of \$1,000,000 naming the Quincy Park District shown as an additional insured.
3. Groups will assume all responsibility for any damage to the showmobile or its equipment during the designated period of use. A deposit fee of \$250 is required at the time of reserving the showmobile. The deposit fee, less any costs incurred because of damage or cleanup costs, will be returned following the use of the showmobile.
4. The showmobile can be rented for use within the Quincy Park District city limits unless otherwise approved. Groups must fill out and sign a rental application agreement and pay the appropriate fee at the time of the reservation.
5. Groups or organizations are responsible for seeing that all activities are properly controlled and supervised. If necessary, the Quincy Park District may require additional security for the event.
6. Groups or organizations renting the showmobile are responsible for notifying local authorities of their program plans, if necessary. The Quincy Park District may require a letter of approval for the event from other local authorities prior to the rental date(s) of the showmobile.
7. Groups or organizations are responsible for cleaning up all areas utilized immediately following events and activities, **OR THEY WILL BE CHARGED ACTUAL QUINCY PARK DISTRICT COST OF CLEANUP.**
8. Groups or organizations are responsible to see that no alcohol or drugs are used by persons on the showmobile.
9. The showmobile and all of its equipment will be handled and operated only by authorized Quincy Park District personnel.

10. Groups or organizations will vacate the showmobile at the hour designated on the showmobile application.
11. The showmobile may not be altered in any way.
12. The showmobile will be ready at the hour specified on the showmobile application. Any additional set up time needed should be specified on the rental application.
13. Application for use of the showmobile and payment of all applicable fees, including deposit, must be made at least three weeks prior to the date of the event. Refunds, minus \$125 of the deposit, will be granted if cancellations occur at least three business days prior to the scheduled date of the setup. Refunds, minus all of the \$250 deposit, will be given if a cancellation occurs which is less than three working days prior to the scheduled event. Refunds will be given in full in the case of inclement weather minus any costs incurred by the Quincy Park District.
14. The showmobile will not be used at any time when there are high winds or when severe weather conditions exist.
15. Quincy Park District reserves the right to cancel this agreement anytime at their discretion, without penalty, and with all fees being refunded to the organization.

I \_\_\_\_\_ representing \_\_\_\_\_  
Name Organization

having read and fully understand hereby agree and will be responsible for full compliance of all stipulated Quincy Park District Rules and Regulations governing rental of the showmobile.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
Quincy Park District