Community Soundstage Specifications: The Community Soundstage is a self-contained trailer which converts into a portable band shell or stage. It can be used for a variety of purposes for the performing arts such as plays, concerts, etc. The trailer itself is 33’6” long, 9’ wide, and 13’1” high. The actual size of the stage is 14’ deep by 28’ wide. It is equipped with a P.A. system which has two microphones and a CD player, overhead fluorescent lighting, eight colored can type floodlights, and has multiple receptacles for electrical use with a total amperage draw based on the electrical power source.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>One Day</th>
<th>Two Day</th>
<th>After Hours Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit and Non-Alcohol Event</td>
<td>$350.00</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td>For-Profit Business or Event with Alcohol</td>
<td>$550.00</td>
<td>$650.00</td>
<td></td>
</tr>
<tr>
<td>PA System-used for announcements only</td>
<td>$75.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Refundable Damage Deposit for all rentals</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

Rental Agreement: To guarantee your reservation, we require full payment, damage deposit and a completed application at the time of reservation. It is recommended that you submit full payment and the completed application as soon as possible to guarantee the reservation. There is a $250 refundable damage deposit that is due at the time of reservation. This deposit will be returned to you after your event if there are no damages to the Soundstage. Payments may be made by Cash, Check, (made payable to the City of Billings) or Credit Card (Master Card, Visa, or Discover.)

Cancellation: For any cancellation please fill out our Refund Form found online or can be picked up at the main office. All refund requests must be submitted during business hours using the refund request form. All refunds will be processed the next business day after receiving the refund request form. Any refund 7 days or less that is before the rental start-date will not receive a refund; 8 days before the rental start-date can receive a 50% credit to the household account in lieu of a refund; 9-14 days before the rental start-date, can receive a 75% credit to the household account, or 50% refund. Any refund 15 days or greater before the rental start-date can receive a 100% credit to the household account, or a full refund minus a 5% processing fee.

The stage must be cleared and ready for take down by our staff within 15 minutes of the time indicated on this form, or a fee will be assessed at a rate of $50 per 1/2 hour after the grace period until it can be dismantled.

No tape, staples, nails, etc. shall be used to hang banners or posters – a cable on the back wall of the stage is provided for that purpose. Failure to comply will result in the organization renting the stage being charged for damages and/or repairs to any defaced surface.

I have read and understand the above regulations: Initial: ______________ Date: ______________

Applicant Information: (Please Print Clearly)
Date of Event: __________________________
Name of Organization/user: __________________________
Authorized Contact Person: __________________________
Address: __________________________
City: __________________________ State: __________________________ Zip: ____________
Phone: (______)__________________ Email: __________________________
Event Information:
Name and Type of Event: ____________________________________________________________
Dates of Event: _______________________ to _______________________
Event Starting Time: _______________ Ending Time: _______________
Soundstage Setup Date: _______________________ Setup Time: _____________________________
Soundstage Removal Date: _______________________ Removal Time: _____________________________
Contact Person the day of Event: _________________________________ Title: _____________________________
Day Phone: __________________________ Night Phone: ___________________________ Cell #: __________________________
Address: _____________________________________________
City: ______________________________ State: ___________________ Zip: ____________

Location Information:
Description or Address of Site: ___________________________________________________________________________________________
(Use space below to draw a diagram of the specific Soundstage setup location)
Is the Setup Site Relatively Level? _________________ Type of Surface to be Set Up On? _______________________________
*Type of Surface to Cross to Reach Setup Site? _______________________________________________________________________________
Is there at least 12 Feet of Overhead Clearance (trees, wires, etc.) in the Setup Site? _______________________________
What is the Distance from the Setup Site to the nearest 120 A.C. Electrical Outlet? _______________________________
Is there enough space for the Tow Vehicle and Stage Trailer (58’ long) to Turn Around? _______________________________
*The PRPL Department is not responsible for surface damage caused by the weight of the Soundstage in accessing a site if the event chairman authorizes the entry. Staff may also refuse to access a site due to weather and/or soil conditions.
I agree to the terms and conditions of this rental agreement and am authorized by my organization/event to sign such binding agreements.
User: _________________________________ Date: _________________________________

Draw site diagram here: (attach additional sheet if necessary)

Office use only:
Date Reserved: _________________________________ Reservation taken by: _________________________________
Rental Fee: $___________ Check #: __________ Credit Card type: ___________ Cash: __________ Date paid: __________
Deposit: $___________ Check #: __________ Credit Card type: ___________ Cash: __________ Date paid: __________