Permit No._____

CITY OF RIVERSIDE
PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT
MOBILE STAGE RESERVATION APPLICATION (Use within City Limits)

Mobile Stage reservation requests must be submitted to the City of Riverside Parks, Recreation and Community Services Department a minimum of two (2) months prior to the date requested to ensure processing and scheduling. Mobile Stage can be rented within City limits only. A refundable cleaning deposit of $250.00 is required at the time of rental. In case of reservation changes contact Parks, Recreation and Community Services Department at (951) 826-2000, Monday through Friday, 8 am to 5 pm.

Requesting Organization

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

On-Site Contact:
Phone:
Cell:

Intended Use of Mobile Stage

Activity:

Individual Requested Day(s) and Time

Date	Day	Start	Finish
Date	Day	Start	Finish
Date	Day	Start	Finish
Date	Day	Start	Finish

Recurring Reservation Request

Beginning Date: / /
Ending Date: / /
Hours: Start Finish
☐ Daily ☐ Weekly ☐ Monthly ☐ Other
Days:

Please give exact directions to site, including major cross streets. In addition, attach a detailed diagram of the delivery site including street names, entry access road, stage power source and direction of stage. Failure to include a diagram may result in denial of your application.

Site Address:

Major Cross Streets/Site Description:

Equipment and Fees

Standard Setup includes – 14' x 32' (448 sq. ft.) Mobile Stage rental and use of "Black" Stage Skirting

Stage Lighting Needed? ☐ Yes ☐ No Florescent bar lighting is included.

Power Source Needed? ☐ Yes ☐ No PRCSD can provide a maximum of 30 amp stage generator.

Applicant is responsible to provide any additional power source.

Stage is ADA compliant

* Provided up to eight (8) hours of use.

Organization Classification	*Rental Fee	Additional Hourly Charge	Delivery/Setup & Pick up	Deposit
User Group I	$860	$100	$600	$1,000
User Group II	$1075	$120	$600	$1,000
User Group III	$1505	$140	$600	$1,000

The applicant certifies that he/she has read and agrees to abide by the attached policies and procedures governing the use of the City of Riverside Parks, Recreation and Community Services Department Mobile Stage. The applicant accepts full responsibility for any damage occurring to the Mobile Stage as a result of this rental. The applicant agrees to hold harmless the City of Riverside Parks, Recreation and Community Services Department, and all of its employees and/or agents from any and all injuries, losses, damages and liability either to person or property, which may be sustained while using the Mobile Stage.

Signature of Applicant

Date

City of Riverside Parks, Recreation and Community Services Department Office Use Only

Comments:

Delivery Date: Time: A.M. / P.M.
Pickup Date: Time: A.M. / P.M.
Fees (Must accompany application)
User Group Classification:
Additional Hours @:
Total Amount Due:
Receipt #: Amount Paid: $
Receipt #: Amount Paid: $
Deposit Required: Yes No
Receipt #: Amount Paid: $
Park Staff Assigned:
Rec. Staff Assigned:
*Staff fees are included up to 8 hr. Over 8 hr rental hourly rate is $16/hr.

Mobile Stage Available: Yes No
Insurance Provided: Yes No
Application Status: Approved Denied
Two signatures required for approval

Recreation Division Staff Signature/Date

Parks Division Staff Signature/Date

White –Master File Pink – Requestor Golden Rod-Recreation Staff