



Downtown Beloit Association Showmobile Reservation Form

Applicants Name: _____ **Organization:** _____

Organization Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Contact Phone #: _____ **Contact Email Address:** _____

Event: _____

Location of Event (Address, City, State, Zip): _____

Requesting a donation: (See Eligibility Requirements in Rules & Regulations) **FEIN#:** _____

SCHEDULE FOR SHOWMOBILE:

	DAY	DATE	TIME
SET-UP:	_____	_____	_____
TAKE-DOWN:	_____	_____	_____

SPECIFIC REQUIREMENTS: (Attach a map for setup location if applicable)

Standard Stage \$400 for the first Day _____

-or-

Extended Stage \$500 for the first Day _____

Each Additional day _____ x \$100 _____

Outside Beloit fee \$150 _____

\$2.50 x _____ (total outside Beloit mileage) _____

Total **\$** _____

I, the undersigned, acting as an agent of the organization listed above, agree to comply with all procedures and regulations imposed in conjunction with the issuance of this permit. I assume responsibility for any damages to the Showmobile while it is in my use and agree to pay all costs for repairs. I further agree to release and save harmless the Downtown Beloit Association, its employees, and agents from any and all liability as a result of the use of the Showmobile. (Proof of Insurance is required.)

Signed: _____ **Date:** _____

Title: _____

For Office Use Only

Date Form Rec. _____ Approved By: _____ Approved Date: _____

Check for Rental Fees Check for Security Deposit
 Check #: _____ Amount: _____ Check #: _____ Amount: _____
 Date Rc'vd: _____ Date Rc'vd: _____

Proof of Liability Insurance Date emailed to Finnegan's RV: _____ Added to Database: _____



SHOWMOBILE FEE SCHEDULE, RULES AND REGULATIONS

1. **APPLICATIONS:** The DBA will rent the Showmobile to: individuals' private, public, or non-profit organizations that hold events within the Greater Beloit area. Reservations for the Showmobile are taken on a first-come, first-served basis. Applications are accepted on the first business day of January of each year for the year in which the applicant wants to rent the Showmobile. The application with fees, security deposit along with proof of insurance must be submitted at least 2 weeks in advance of the scheduled event. At that time the DBA reserves the right to deny any application if a scheduling conflict exists with other events or if a scheduling conflict exists with our service contractor.
2. **FEE SCHEDULE:** The complete fee must be paid with the application at the time of the reservation. Fees for the Showmobile are \$400 the first day with the unit set up without stage extension and \$500 the first day with stage extension. Each additional day will be at a rate of \$100. A Security Deposit (separate check) of \$500 must be paid and will be returned if the Showmobile is returned clean and undamaged. Cash or checks made payable to: **Downtown Beloit Association** will be accepted.

ALL RENTAL FEES AND SECURITY DEPOSITS MUST BE PAID IN ADVANCE.

Additional Fees: An additional rental fee of \$150 will be charged for all rentals outside of the city limits of Beloit. There is also a \$2.50 per mile fee on all deliveries outside the city limits of Beloit. This delivery charge is in addition to the fee placed on rentals from outside of Beloit. Acceptable deliveries include: Clinton, WI; Shopiere, WI; Rockton, IL; Roscoe, IL. Any additional cities/towns/villages other than those listed above will be assessed by the service provider to determine if they will deliver beyond that. The security deposit is not refundable if the unit is damaged, normal wear and tear notwithstanding. A portion of the security deposit may be withheld if the DBA incurs cleanup expenses. Security deposits must be submitted by a separate check and are held until the conclusion of the event. This check will be released following inspection. Fees are inclusive of an event and charged on a daily basis.

3. **SHOWMOBILE USAGE:** Organizations or individuals using the Showmobile are prohibited from moving or adjusting the position of the unit after it is delivered and set up. This includes the extension and removal of stage extension panels. Individuals or organizations that violate this rule will forfeit their security deposit. After use, the Showmobile must be clean and free of clutter, debris, posters, flyers, banners, etc. by the agreed upon take-down time. Please do not use tape to post banners, flyers, posters, etc. to the unit. If the DBA is charged a clean-up fee by its service provider such fees will be passed on to the user and/or deducted from the security deposit. Individuals and organizations are limited to using the unit no more than ten consecutive days in duration.
4. **REFUNDS:** If the unit has been delivered to the site of the event and the event is cancelled due to inclement weather then a credit will be issued, less the cost of staff overtime for the initial set-up. If the unit has not been delivered to the site, a full-refund will be issued if the event is cancelled due to inclement weather.

5. **INSURANCE REQUIREMENTS:** A certificate of liability insurance naming the downtown Beloit Association as additionally insured must be filed with the application for the event (min. \$1,000,000 liability coverage). Please have your insurance carrier forward a copy of your insurance coverage to shauna@downtownbeloit.com.
6. **SHOWMOBILE SPECIFICATIONS:** The unit's dimensions are 8'x 32' without the extension and 16'x 32' with the extension. The height from the ground to the stage floor is 40". Lighting and sound systems are not provided or available for rent.
7. Scheduling for delivery and pick-ups may be outside of normal business hours, and parties renting the Showmobile should be prepared for adjustments to their own schedules to accommodate such occurrences. A representative from your business/organization **MUST** be onsite during the delivery of the stage to ensure the stage is set up where you want it.
8. **REQUESTING A DONATION:**
Eligibility Requirements:
Donation of the stage must benefit non-profit organizations with tax exemption under Section 501c(3) or (6) of the Internal Revenue Code which are considered charitable, civic, educational, recreational and/or receive the majority of their support through outside funding. Requesting entities must conduct activities in our community, or within an adjacent community. You must provide your FEIN# on the application.
Donation is for the DBA portion of the stage, and the deliver and set up charges will still apply. Previous event numbers are required to be shared. If this is a first year event, then data needs to be given immediately following that event.
May NOT consider donation of the stage to the following:
 - a. sponsor(s) of or to political or partisan organizations;
 - b. "for-profit" organizations;
 - c. religious groups or religion-based organizations;
 - d. individual teams or smaller sports organizations that do not benefit a large segment of the community;
 - e. individuals (including members) or organizations seeking the stage for personal or individual endeavors;
 - f. those capable of supporting themselves; or
 - g. individual(s) or small group(s) that is not representative of our community or surrounding communities.

In exchange of donation:

Organization agrees to list Downtown Beloit Association as a sponsor on all marketing materials, ads, and social media posts.

The DBA reserves the right to deny rental of the Showmobile to any individual or organization that its representatives believe might place the unit at unnecessary risk. Should you have any questions, please contact us at 608-365-0150.

Please send your application, fees, and security deposit to:

Downtown Beloit Association
557 E. Grand Ave.
Beloit, WI 53511