



APPLICANT INFORMATION

Date of Application: _____ Contact Name: _____
Email: _____ Department/Group: _____
Address: _____ Postal Code: _____
Phone Number: _____ Fax Number: _____
Site Contact: _____ Cell Phone (day of event): _____

BOOKING INFORMATION

Day(s) of Week: Mon Tues Wed Thurs Fri Sat Sun

Name of Event: _____

Events Date(s): _____ Location of Event: _____

Drop-off Date: _____ Pick-up Date: _____

Drop-off Time: _____ Pick-up Time: _____

Please be sure to complete the event detail sheet (attached) and submit a site map that shows the exact location you would like the stage to be set-up and the direction it will be facing.

PAYMENT

Please select a Method of Payment: Cash Cheque Credit Card

Credit Card Number: _____ Expiry Date: _____

People Soft Number: _____ Work Order Number: _____

I HAVE RECEIVED A COPY OF THE "TERMS AND CONDITIONS" AND AGREE TO ABIDE BY THEM.

Signature



1. Exact address of venue: _____
2. How is the venue accessible (loading dock, bay, stairs, obstructions, etc.)? _____
3. A site map must be attached to your application. The map needs to show the exact location you would like the stage to be set-up and the direction it will be facing.

SETUP DETAILS

1. Do you require lighting? Yes No
2. Do you require a PA system? Yes No
**Please note that if your group plans on using the PA system, or requires the use of any other audio or lighting equipment, a technician is also required. The fee for a technician is \$45.00-50.00/hr.*
3. Which size stage set-up would you like? 24' by 20' 24' by 40'
4. At what time can the venue be accessed BEFORE the event? _____ am/pm
5. At what time can the venue be accessed AFTER the event? _____ am/pm

ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS

1. USE:

The stage cannot be towed outside of Richmond.

Community Associations, City of Richmond, and private groups can rent the stage. Please contact the City of Richmond's Events/Rentals Office for rental information.

City events are given priority over other events for use of the stage. The stage can be booked up to a year in advance of the event date and are granted on a first come first serve basis. Completed applications must be submitted a minimum of 60 days before an event.

2. TO CONFIRM:

A signed application, site-map, a copy of your insurance certificate, and payment must be received by the Events/Rentals Office before a booking is confirmed.

3. SIZE:

24' x 20' or 24' x 40' with extension decks.

4. FEE:

Fee is determined based on time, date, and location. Please contact the Events/Rentals Office for a quote.

5. INSURANCE:

All groups must purchase and provide proof of third party liability insurance before they can use City of Richmond owned equipment.

Groups must forward a copy of the insurance certificate, which shows the type of insurance, the expiry date, the amount (minimum \$5,000,000) and a statement identifying the 'City of Richmond' named as additional insured.

6. SITE:

The City must approve of site.

7. CONTACT:

A contact person must be on site for delivery and pick-up.

NOTE: *A Security Guard must be appointed by the group to watch over the stage at all times.*

EVENTS/RENTALS OFFICE:

City Operations Yard, Parks Department
5599 Lynas Lane, Richmond, BC V7C 5B2
Phone: 604-233-3304 Fax: 604-247-4464
Email: events@richmond.ca