



City of Fort Collins Parks
413 S. Bryan Ave
Fort Collins, CO 80521

City of Fort Collins
Parks Division

Phone: (970-221-6660)
Email: parkshop@fcgov.com

Form is a pdf fillable document. Type in Location Requested and tab to next area to be completed. Save document in your files and email the completed form to parkshop@fcgov.com for processing. *Handwritten/faxed documents will not be accepted.*

2025 - MOBILE STAGE APPLICATION REQUEST

THIS APPLICATION AND ALL ATTACHMENTS MAKE UP THE MOBILE STAGE RENTAL CONTRACT

LOCATION REQUESTED: _____

Be Specific if not in a Fort Collins City Park (i.e., address, cross streets, etc.)

Date(s) Requested: _____

Time(s) Requested: Set Up Completed by: _____ (am/pm) Tear Down Begins: _____ (am/pm)

The Mobile Stage will be setup and ready on the date / time listed above; staff will be on-site to start the tear down process at tear down time noted above.

Event Name: _____

Applicant Name: _____

Applicant Address: _____

City: _____ State: CO Zip: _____

Cell Phone: _____ Email: _____

Comments: _____

Will Applicant be using the Mobile Stage outside city limits (adjacent Cities only)? Yes _____ No _____

Will Applicant need to use the 50amp generator that the City provides? Yes _____ No _____

Will Applicant be renting a different generator? Yes _____ No _____

(If generator use is yes, Utility Locates will need to be called for the grounding rod required. Call UNCC at 811 or 1-800-922-1987 one week prior to the event.)

I, the undersigned, have read and received the attached Mobile Stage Policies, Rental Rates form and Park Rules and Regulations and, on behalf of the Applicant, agree to adhere to all requirements. If Applicant is a corporation or other entity, the person signing on behalf of Applicant affirmatively states that he or she has authority to act on behalf of the Applicant and to bind Applicant to this contract.

Applicant Signature

Date

Applicant should also complete the on-line Special Events Application located at : <https://www.fcgov.com/specialevents/> if the event is within the City of Fort Collins city limits and requires street closures, traffic plan, and/or amplified sound.

MOBILE STAGE POLICIES

1. Any person or organization/agency desiring use of the Mobile Stage (“Applicant”) must make application on the designated Mobile Stage Rental Request/Contract Information Form. Applicant’s signature on the Information Form denotes agreement with all terms of this Policy.
2. Reservation must be made no later than two (2) weeks prior to the desired date of use.
3. Reservations are taken on a first come basis. An invoice will be sent to the applicant after application has been approved. Full rental fee is due at time of reservation and no later than 30 days from invoice date.
4. Applicant must cancel five (5) business days in advance of the rental date in order to receive a refund. Cancellations made after this time may result in forfeiture of the rental fee.
5. If the rental is canceled due to inclement weather, the refund shall be based on the costs incurred by the City as a result of the agreement. If the Mobile Stage is fully set up before a cancellation occurs, no refund will be given.
6. Parks Division personnel will approve all Mobile Stage locations to avoid potential damage of turf, facilities, and the Mobile Stage itself.
7. The City Mobile Stage does not have a public address or sounds system, see *Mobile Stage Helpful Information* below.
8. If the City Mobile Stage is part of an event taking place within the City of Fort Collins, Applicant should complete the on-line Special Events Application to ensure any amplification meets the sound ordinance regulations
9. The City does have a generator that the Applicant may use for a fee. Use of the generator **MUST** be arranged at the time of contract.
10. All Applicants, regardless of affiliation, must pay the transportation fee.
11. If the Applicant is planning on having the Mobile Stage set up outside of city limits, there is a mileage fee from the Park Shop to the destination and back; in addition to the transportation fee.
12. The Applicant is responsible and must reimburse the City for the cost for any and all repairs for any damage to the Mobile Stage that occurs while the Mobile Stage is in the Applicant’s possession. **If the Mobile Stage will be kept at a site overnight, the Applicant must provide overnight security.**
13. The Applicant agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.
14. Customer acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this rental that may result in bodily injury or property damage to participants or others. Applicant acknowledges that private parties may bring equipment onto the City facility where the activities undertaken pursuant to this Application and Agreement will occur, and that such equipment is not provided and maintained by the City. The City makes no representations regarding the condition or safety of any such equipment. The City does not assume any responsibility for lost or stolen articles, damage to Applicant’s property, or injury to persons using City facilities, and Applicant hereby waives any claims against the City related to any such damage or injury. Unless Applicant is a government entity, Applicant will indemnify and release the City, its officers, employees, agents, contractors and volunteers against all claims, causes of action, damages, liability, loss or costs, including reasonable attorney’s fees, of every kind and nature, directly or proximately resulting from or caused by any act or omission of the Applicant or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of the Mobile Stage, and any loss or damage to property prior to, during or subsequent to the use of the Showmobile by the Applicant. Government Applicants are responsible for their own negligence and the direct consequences of their performance hereunder. Nothing herein shall be deemed to be a waiver of the protections of the Colorado Governmental Immunity Act, C.R.S. Secs. 24-10-101 et seq.

Applicant initials: _____

CITY OF FORT COLLINS – PARKS MOBILE STAGE RENTAL APPLICATION/CONTRACT

RENTAL RATES FORM

Event Name: _____

Basic Unit (16' X 32') \$500.00 x ____/days = \$ _____

Basic Unit plus 1/3 staging (1 row / 24' X 32')..... \$750.00 x ____/days = \$ _____

(Additional Staging Not Allowed outside City Limits)

Transportation \$250.00 \$ _____

Additional per mile fee (both directions) for locations outside city limits \$17.00/mile \$ _____

(drop off & pick-up) miles =

Use of 50 amp Generator \$85.00 \$ _____

Electrical Support (per hour)\$70.00/hour \$ _____

Basic Unit plus 1/3 staging (2 row / 32' X 32')..... \$1,000.00 x ____/ days = \$ _____

*(Two Rows of Staging **MUST** be pre-approved)*

(Additional Staging Not Allowed outside City Limits)

TOTAL EST. RENTAL CHARGE\$ _____

This form is meant to provide applicant with an estimate of the total rental charge for Mobile Stage. Once the application has been approved, an invoice will be provided to the applicant with the actual rental charge.

A 10% Parks Amenities Fee will be added to the total invoice.

Mobile Stage will not be delivered until payment is made.

Applicant initials: _____

Please Note: Fee are subject to change.

Mobile Stage Helpful Information

Lighting:

The Mobile Stage comes with 2 rows of fluorescent lighting, and square tube ports for theatrical lighting, provided by the user.

Electrical Supply:

The Mobile Stage has an electrical distribution panel set up for a 50 amp supply. This supply can come from one of three sources:

1. City power from a normal 110 volt outlet. The number of amps is restricted to the circuit that it is supplied from. Usually this is a 20 amp circuit. (i.e., one microphone). Electrical support is charged a per hour fee.
2. 50 amp twist lock configuration. This needs to be setup ahead of time since the connection is unique for the showmobile. We have two of these connections in our system: City Park and Fossil Creek.
3. Our on-board generator or an outside generator which has the twist lock setup must be placed in a way to accommodate the use of a grounding rod for safety purposes. Grounding rod requires a UNCC locate; so advance notice is needed.

Bands require a 50-amp supply *minimum*. Applicant can rent the generator or supply their own, or if at a park that has a nearby 50-amp supply, like City Park, they can hook up to that port.

Mobile Sound Shell When Extended:

Body Length	36'
Stage Length	36'
Stage Depth	14'
Stage Height from Ground	48" to 61" Adjustable
Canopy Height from Ground	16'-7" @ 48" Deck Height 17'-8" @ 61" Deck Height
Down Stage Canopy Height	
From Stage Floor	12'-4"
Up Stage Ceiling Height	
From Stage Floor	7'
Overall Road Width	8'-6"
Overall Road Length: Including Hitch	42'
Overall Height	13'-3"