

## 1.4 Use of Portable Stage / Portable Washrooms

Initiated: March 2012

Updated: May 2019

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### 1. PURPOSE

The Vanderhoof Portable Stage and the Portable Washrooms are community facilities that may be made available for community events and functions within the District of Vanderhoof pursuant to policy guidelines.

### 2. GENERAL PROVISIONS

Each event using the Portable Stage or Portable Washrooms is required to have a \$4,000,000 Comprehensive General Liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants, cross-liability clause and the District of Vanderhoof as an additional named insured. The District requires an executed copy of Certificate of Insurance 10 days prior to the event.

Users must provide a refundable initial deposit, which includes reimbursement if damages are incurred, of \$5,000.00 by means of a cheque. In the event that payment has not been secured, deductions will be made from the initial deposit.

Users are responsible for the cost of any and/or all damage to the Portable Stage or Portable Washrooms.

All applicants must ensure that security is provided for the duration in which the Portable Stage is on site.

Priority is given first to applications from Vanderhoof groups or individuals and second on a first come bases established by when the application is received by the District of Vanderhoof.

Stage Rentals are available from May 1st to October 15th, weather dependent. Rentals can be denied due to inclement weather.

### 3. FREE USE OF PORTABLE STAGE OR WASHROOMS

The District of Vanderhoof recognizes the contribution to the community made by non-profit societies and organizations when they host public events within the community.

#### **When Council approval is not required:**

Each non-profit society and organization will be granted use of the Portable Stage or Washroom including set-up and take down free of charge, if the certified cheque for the damage deposit of \$5,000.00 is attached to the application.

Applicants must be service groups or non-profit organizations located within the District of Vanderhoof. A service group must have been incorporated and received a Certificate of Incorporation as per the Society Act of BC at least 30 days before the application is received. A non-profit organization must have been in existence in the District of Vanderhoof for at least 12 months prior to the submission of the application.

#### **When Council approval is required:**

Any organization or group that is operating within the District of Vanderhoof, or individuals residing in Vanderhoof, may apply to use the Portable Stage or Washrooms for events to be held within municipal boundaries pursuant to policy guidelines.

#### 4. PAID USE OF PORTABLE STAGE or WASHROOMS

All applicants who do not qualify under Section 3 for free use of the stage or washrooms are responsible for: 1) rental fees, and 2) any and all additional costs associated with the delivery, set-up, take-down, and return of the stage and portable washrooms.

#### 5. SET-UP AND TAKE-DOWN

District of Vanderhoof employees will be responsible for the set-up and take-down of the portable stage and washrooms. Users must not in any way alter the stage or washrooms after final set up by the District of Vanderhoof. In order to provide this service, up to three trucks can be required in addition to staff wages. Additional costs include insurance, regulatory maintenance, up-keep and storage.

#### 6. FACILITY RENTAL AGREEMENT

Once approval has been granted, all users must complete a District of Vanderhoof Facility Rental Agreement.

#### 7. RENTAL FEE

The minimal rental fee rates (including set-up and take-down) for usage are included below. In addition to delivery set-up and take-down charges, a fee will be applied in accordance to the days that the stage and washrooms are required.

##### Rental Fees Within Municipality

	Set-up, Delivery, Take-down	Daily Rental Fee
<b>Basic Stage</b>		
Weekday	\$ 750.00	+ \$500.00/day
Weekend	\$1,600.00	+ \$500.00/day
<b>Extended Stage &amp; Awning</b>		
Weekday	\$1,200.00	+ \$500.00/day
Weekend	\$2,400.00	+ \$500.00/day
<b>Portable Washrooms</b>		
Weekday	\$ 175.00	+ \$250.00/day
Weekend	\$ 300.00	+ \$250.00/day

Note: Any and all fees may be waived upon approval of Council.

Each application must be submitted to the District of Vanderhoof in writing, received at least one month prior to the event and include the following:

**Applicant Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Name of Event** \_\_\_\_\_

**Date & Hours of Event** \_\_\_\_\_

**Location of Stage/Washrooms** \_\_\_\_\_

**Anticipated Event Attendance** \_\_\_\_\_

**Detailed Use of Stage** \_\_\_\_\_

**Setup Type (check all required):**

Basic stage (lights and sound are not included)

Extended stage base with awning

Portable Washrooms

**Application Checklist**

Non-profits: Certificate of Incorporation attached

For-profits: Has your organization been in existence in Vanderhoof for at least 12 months?

\$4 million Certificate of Insurance with the District of Vanderhoof as additional named insured attached?

\$5000 damage deposit cheque\* attached?

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

OFFICE USE

Date & time received:

Initial:

\*An Initial Deposit will be held and then refunded once the Director of Operations or designate has inspected the Portable Stage and washrooms and determined that it was returned in the same condition as originally delivered.