

Showmobile Guide

Application and Procedures for Use of the Showmobile



Borough of Riverdale
91 Newark Pompton Turnpike
Riverdale, New Jersey 07457
973-835-4060 Fax: 973-835-0783
Mayor@RiverdaleNJ.gov

Borough of Riverdale Showmobile



32' by 14' Stage
448 square feet of useable performing area
complete with a built-in backdrop, steps,
ceiling mounted fluorescent lighting and a
skid-resistant floor finish!

Electrical Requirements. The Showmobile requires one 20 amp 110 volt dedicated circuit at the staging location. Do not place the staging of the unit in locations that do not have power. The proper electrical power is needed at the staging location for the interior lighting.

Reservation Policy. The Borough of Riverdale Showmobile Performance Stage is available for use by individuals, families, organizations, businesses and governmental agencies when not in use by the Borough for special events and programs. Reservation requests must be made at least thirty (30) days prior to the event. All reservation requests are accepted on a first come first served basis. Reservations must be accompanied by a completed application, appropriate fee and recommended insurance policy. (Make checks or money orders payable to the Borough of Riverdale.)

Your application will either be confirmed or denied, or placed in a pending status, once your application is received and reviewed. Confirmation will be finalized within two weeks upon receipt of the application. *Before your reservation can be confirmed, the following is needed:*

1. Completed and approved application including licenses, permits and fees.
2. Complete liability disclaimer
3. General liability insurance certificate listing the Borough of Riverdale as an additional insured in the amount of one million dollars.
4. Damage deposit (this fee is refundable).

Mandatory Site Visitation Requirements. Changing location of the Showmobile after the site visitation by the Borough will not be permitted. The Borough will handle no alterations to obstacles, removal of fences, cars or modify driveways. The Borough is not responsible for turf, surfacing, asphalt, concrete or bricks, damages, etc.

Restrictions

1. No cloggers with metal toe shoes. Tap dancing and bare feet performers are prohibited.
2. No jumping or stunts on and off the stage.
3. Alcoholic beverages/tobacco products will be restricted. Signage, serving, selling or consumption of these products will be prohibited on the Showmobile. Events with alcohol venues will be reviewed on a case-by-case basis and will need to meet all municipal, state and federal guidelines, permits and fees prior to authorization.

Damage Deposit. A refundable damage deposit of \$500 is due with the application and is in addition to the rental fee and is due at the time of reservation. Damage deposit will be returned to the event applicant (4) weeks following the event if no damage is reported.

Cancellations. Notice of cancellation by approved applicants must be submitted in writing by the authorized representative a minimum of ten (10) days prior to the function. Borough of Riverdale may cancel any event, which fails to meet mandatory criteria, such as obtaining necessary permits and licenses, non-compliance to rules and regulations and lack of payment. Cancellation due to bad weather must be before 1:00 pm of the day of the event, if a weekday; or by 2:00 pm on the last work day before the event.

FEES

Government and Non-Profit	\$500 per day	Opening & Closing Costs	\$80 per hour
All other Groups or Individuals	\$750 per day	Six hour minimum for setup & closing, and transportation to and from location. (Two worker crew calculated from the time it leaves Riverdale until it returns to Riverdale.)	

Borough of Riverdale - Showmobile Rental Contract

THIS CONTRACT made and entered into, between the Borough of Riverdale, hereinafter referred to as the *Borough* and _____ hereinafter referred to as the *Renter*, for the express purpose of renting the Showmobile.

A. APPLICANT

1. Name of organization _____
Address _____
Telephone _____ Email _____
Contact Person _____
Telephone _____ Cell phone _____
Responsible Person _____
Address _____
Position with Organization _____
Telephone _____ Cell phone _____

2. Name of Sponsor (if any) _____
Address _____

B. RENTAL INFORMATION

1. Dates Requested _____ Rain Date _____
Set-up Time _____ Takedown Time _____
2. Exact location Showmobile is to be placed and directions to get there _____

- ## C. PURPOSE OF EVENT _____
- _____

D. The Borough of Riverdale reserves the right to refuse rental of the Showmobile for any event deemed a potential hazard to the Showmobile or its operators or any event deemed not in the best interest of the Borough of Riverdale or the general public.

E. The rental group requesting use of the Showmobile shall have the representative present at the site at the time the unit is scheduled to arrive. This representative is to direct placement of the unit and to accept delivery on the equipment rented by the user for the activity involved.

F. **FEES**

In consideration for rental of this Showmobile, Renter shall pay to the Borough:

Rental Charge \$ _____

Damage Deposit \$500

Opening and Closing Charges \$ _____

Total Fees Due With Contract \$ _____

Any payment shall be returned in the event Renter cancels **before** delivery due to inclement weather.

G. **INSURANCE**

Renter must provide a Certificate of Liability Insurance evidencing coverage in the minimum amount of \$1,000,000 per occurrence and Bodily Injury/Property Damage Liability shall be \$3,000,000 aggregate, naming the Borough of Riverdale as **Additional Insured**.

H. Renter agrees to indemnify and forever hold harmless the BOROUGH OF RIVERDALE, ITS OFFICIALS AND EMPLOYEES, from and against any and all claims, suits, actions, damages and/or causes of actions, damages and/or causes of action, brought by any person, corporation, or other entity, arising out of the possession and use of said property, during the term of this lease, for any personal injury, loss of life and/or property damage, and from and against all costs, expenses and liability incurred, or order or judgment entered, as a result of any such claim, the investigation thereof or the defense of any action, including attorney's fees.

I. Renter shall abide by all rules and guidelines for the Showmobile rental attached to this contract.

K. **SIGNATURES:**

Borough: Borough of Riverdale

By: _____
Mayor Date

Renter:

By: _____
Signature Date

Name: _____

Title: _____

Address: _____

Phone: _____