

## MOBILE STAGE USE POLICY

### Types of Users:

Tier 1: Events produced by PRCR. Performances and festivals at Barcroft Park by affiliated organizations and agencies where the County is a sponsor or co-sponsor. \*

Tier 2: Performances and festivals by affiliated organizations and agencies at locations other than Barcroft park where the County or Arlington Public Schools is a sponsor or co-sponsor. Events by recognized Arlington civic associations at any location in Arlington are also in this tier.\*

Tier 3: Events by Arlington non-profit organizations.

Tier 4: All others not listed above.

\*To qualify for the tier 1 and 2 rates, the user must demonstrate that their event is a performance oriented public program (ticketed or unticketed), expected to attract an audience of at least 500 people and beneficial to the Arlington community at large.

### Scheduling:

Priority will be given by tier with Tier 1 being the highest and Tier 4 the lowest.

Only Tier 1 events will be scheduled before March 15 or next business day.

Applications for Tier 2 events will be considered starting March 16 or next business day.

Applications for Tier 3 and 4 events will be considered starting April 1 or next business day based on tier and first come first served basis.

All uses must be scheduled at least 3 weeks in advance.

### User Fees:

	Daily Rental	Labor
Tier 1	NC	NC
Tier 2	NC	\$500
Tier 3	\$1,000	\$500
Tier 4	\$1,500	\$500

### Notes:

1. Rates are based on the number of hours from the time that the stage arrives on site to the time that it leaves. Allow one hour for stage setup and one hour for take down in addition to any time needed to set up on stage before the event and to clear the stage after the event.
2. The above fees are for events in Arlington County. Use outside Arlington County will incur additional charges and special conditions may apply. Use of the stage is limited to neighboring jurisdictions in Virginia. The stage cannot be taken out of the Commonwealth of Virginia.
3. Fees for multi-day events will be determined on a case by case basis.
4. User must sign a Use Agreement with Arlington County and comply with all its terms including insurance requirements.
5. The user is responsible for all permissions and permits to use the site and for all damage to the site as a result of stage use. User must provide the county with proof of such permissions before the event date.
6. **All fees must be paid with application.**
7. County staff will perform a site visit in advance to determine if the site is suitable for use of the mobile stage. Factors determining suitability include but are not limited to: slope, type of ground surface and accessibility for the trailer and tow vehicle. Transportation of the portable stage across or placement on any synthetic grass/artificial field is strictly prohibited.
8. The mobile stage is provided with two (2) stair units, stage skirting, and safety railings. The set up of additional equipment may incur additional charges.
9. Mobile stage does not include sound, lighting or generator. Some items may be available at an additional charge.
10. The use of open flame or pyrotechnic effects is prohibited on the stage.
11. Any scenery or equipment installed on or attached to the stage must be approved by county staff.

12. At the conclusion of an event, the users are responsible for clearing their equipment and decorations from the stage and returning it to "broom clean" condition.

**Cancellations and refunds:**

Cancellation by user:

Events canceled more than seven days in advance will receive a full refund less a \$50 administrative fee. Cancellations less than seven days in advance will receive a 50% refund. Cancellation must be made in writing at least 24 hours in advance of scheduled arrival time to receive any refund. Cancellation may be faxed to 703.228.1851.

Cancellation by County:

Arlington County may cancel the use of the stage if weather or site conditions are unsatisfactory or in cases of national or local emergency. User will receive a full refund if use is canceled by the county prior to the stage being set up. User will receive a 50% refund if the event is canceled in the first hour of a two hour event or the first two hours of a longer event. No refund will be given if the event is canceled after these points.

**Charges for Optional Equipment:**

<b>Option</b>	<b>Additional Daily Rental</b>	<b>Additional Labor</b>
Windwall	\$200	\$210*
Extension Option 1 (40'x 20')*	\$400	\$420
Extension Option 2 (24'x24')	\$300	\$420
Extension Option 3 (40'x24')**	\$900	\$420

\* 40' wide for downstage 8' of depth; rest of stage is 24'wide.

\*\*40' wide for downstage 12' of depth; rest of stage is 24'wide.