

MOBILE STAGE USE POLICY

Types of Users:

Tier 1: Events presented by Arlington County Government.

Tier 2: Performances and festivals by affiliated organizations and agencies where the County or Arlington Public Schools is a sponsor or co-sponsor

Tier 3: Events by Arlington based non-profit (501c3) 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:

Scheduling will be on a first come basis based on the date of the special events application.

User Fees:

	Daily Charge	Notes
Tier 1	No Charge	Cost center required
Tier 2	\$500	
Tier 3	\$1,000	
Tier 4	\$2,000	

Charges for Optional Equipment:

Option	Additional Daily Charge	Notes
Installation of banner from roof grid*	No charge	Up to 24' wide x 12' high
Mounting brackets and installation for side banners*	No charge	6' wide x 15' high
Mounting brackets and installation of roof banner*	\$100	4' High x 24' wide
Windwall	\$800	
Extension Option 1 (40'x 20')	\$1,000	40' wide first 8' of depth, 24' wide upstage
Extension Option 2 (24'x24')	\$800	4' extension across front of stage
Extension Option 3 (40'x24')	\$1,500	Combination of options 1 and 2
Sound System for events up to 6 hours.	\$1000	Includes engineer and 2 crew.
Additional hours	\$200/hour	

*** Does not include cost of banners. Use of banners must be approved in advance. Banners must be provided to the crew at the beginning of set up. Banners must contain have wind slits or be made of acoustically transparent speaker cloth. Drawing showing proper banner construction available on request.**

Notes:

1. The stage is not available for use outside Arlington County.
2. When scheduling 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. Use of banners must be arranged in advance.
3. 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.

4. All banners must be made with wind slits. Exception: Banners printed on speaker cloth do not require wind slits. Banners must be available to crew at beginning of setup.
5. Fees for multi-day events will be determined on a case by case basis.
6. User must sign a Use Agreement with Arlington County and comply with all its terms including insurance requirements.
7. 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.
8. The mobile stage is provided with two (2) stair units, stage skirting, and safety railings. The set up and use of additional equipment may incur additional charges.
9. A sound system is not included as standard equipment but may be provided for an additional charge.
10. Mobile stage does not include stage lighting or generator; these may be rented from others.
11. The use of open flame or pyrotechnic effects is prohibited on the stage.
12. Any scenery or equipment installed on or attached to the stage must be approved by county staff.
13. At the conclusion of an event, the users are responsible for clearing their equipment and decorations from the stage 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.