

# ATTACHMENT A

## City of Middletown: Showmobile Fees, Rules and Policy

- A. The administration, scheduling, transportation, maintenance, setup and billing of the City's Showmobile shall be the responsibility of the Office of the Mayor and/or his/her designee.
- B. Any applicant seeking to rent or use the Showmobile shall complete a Showmobile Rental Agreement Form as presented in Attachment 1 and presented to the Office of the Mayor and/or his/her designee.
- C. Based on information provided to the City on the Rental Agreement Form all fees shall be determined and provided to the applicant. The total fee must be paid **no later than one week prior to the event**, in addition to a Certificate of Insurance (see Item G below).
- D. While in use the Showmobile shall be under the supervision of two (2) qualified personnel provided through the Department of Public Works. Fees begin to accrue when the Showmobile departs the City Yard and continue until such time as the Showmobile returns to City Yard or another comparable location. Usage includes transportation of the Showmobile to and from the event; setting up the stage, sound system (if requested), chairs, generator (if requested) and other items as may be needed. The Director of Public Works has the final authority and responsibility for the safe and proper usage of the Showmobile for any and all community event.
- E. Following the community performance or event the individuals or organizations renting the Showmobile will be notified if additional fees are due to the City based on the Public Works inspection of the Showmobile and the actual event schedule. If an applicant does not pay the additional fees, the organization will not be permitted use of the Showmobile in the future until full payment is made.
- F. Fees - The following fees will be applied to all rentals. It is the policy of the City not to grant waivers or discounts to these fees. Other services needed such as police, fire, health, public works, ambulance, etc. may receive a waiver or discount for services rendered upon approval by the Common Council as a city sponsored event.

### In Middletown:

- A. Not-for-profit 501(c)3 organizations:

\$75 per hour: includes the showmobile fee, generator, sound system, transportation and labor. Billing begins when the showmobile leaves city yard to when it returns. The City requires two (2) hours to mobilize, transport, and set up the showmobile for all local events and two (2) hours to return it to the City Yard.

- B. For - Profit / Commercial organizations and events:

\$100 per hour: includes the showmobile fee, generator, sound system, transportation and labor. Billing begins when the showmobile leaves city yard to when it returns. The City requires two (2) hours to mobilize, transport, and set up the showmobile for all local events and two (2) hours to return it to the City Yard.

**Out of Town:**

C. All organizations:

\$140 per hour plus transportation billed at 0.50 cents per mile which is subject to annual adjustments based on IRS guidelines: includes showmobile fee, generator, sound system, transportation and labor. Billing begins when the showmobile leaves City Yard to when it returns. The City requires a minimum of two (2) hours to mobilize, transport, and set up the showmobile for all events and a minimum of two (2) hours to return it to the City Yard depending on the transport location.

G. Certificate of Insurance - Applicants must carry a General Liability Policy, at their own cost and expense, in the amount of \$1,000,000 endorsed to include the City of Middletown, its officers, agents, servants, and employees as an additional insured with respect to the Applicant's use of the showmobile. Said coverage shall be evidenced on a Certificate of Liability Insurance form issued by the Applicant's authorized insurance representative and submitted to the City of Middletown as required. The City of Middletown maintains the right to request a copy of the endorsement showing proof of the City's additional insured status. No waiver shall be made for this requirement.

H. There shall be NO waiver(s) of the Showmobile Fee(s).

I. The City of Middletown encourages all event planners to notify the Office of the Mayor and/or his/her designee of their need for the Showmobile and other city services no less than 2 months before the event to ensure good communications between the City and event planners and a safe and a successful event.

FINANCIAL STATEMENT: Enactment of this resolution will clarify the fees for rental of the city's showmobile and eliminate fee waivers. The revenues generated will limit taxpayer subsidies for the showmobile and allow unit equipment to be maintained or upgraded as needed that will be more cash-flow neutral than presently exists.

Submitted by: Councilman Ronald P. Klattenberg  
Councilwoman Hope P. Kasper

**Status: AMENDED AND APPROVED  
by Common Council, City of Middletown  
at its meeting held on: SEPTEMBER 7, 2010**



City of Middletown  
245 Dekoven Drive  
Middletown, CT 06457  
(860) 344-3407

[www.cityofmiddletown.com](http://www.cityofmiddletown.com)

### RENTAL AGREEMENT RECEIPT

Date of Application	
Applicant	
Email Address:	
Event Date:	
Event Time:	
Set-up time no later than:	
Event Name:	
Location where Showmobile to be delivered	
Phone Number for Day of Event	
Items Needed: (Please Check)	Generator <input type="checkbox"/>
	Stage Extenders
	Sound Equipment <input type="checkbox"/>
Type of Organization, i.e., Non-profit, Commercial, Private (see page 2)	
Total Hours Estimated Portal to Portal	
Estimated Fees for Event: <b>(This may change based on actual usage determined after the event)</b>	

\*-Fees include Rental of the Showmobile; Labor Fees and Mileage if applicable.



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## RENTAL AGREEMENT RECEIPT

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**Labor Fees** - are calculated for hours of use on portal to portal time as indicated on employee’s time cards. Two employees will be used for each event. Portal to portal time includes: transportation of the Showmobile to and from the site; setting up the stage, sound system, chairs, generator and other items as may be needed. Portal to portal time depends on site location, travel time, and set-up requirement; as determined by the Public Works Department’s Supervisors.

**Certificate of Insurance Requirement** – The applicant must submit a Certificate of Insurance for one (1) million dollars, combined single limit. The Certificate of Insurance must name the “City of Middletown, its officers, agents, servants, employees, as additional insured.” This language must be included on your policy as quoted with no change in the wording or additional clauses added.

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- I acknowledge that I read and accept the SHOWMOBILE RENTAL POLICY REGULATIONS.
- Required Certificate of Insurance - General liability insurance including bodily injury, property damage, personal injury, naming the City of Middletown as an additional insured: combined single limit \$1,000,000.
- Total Fee: \$ \_\_\_\_\_. Must be paid in full **at least one week before the event.** Reservation will be confirmed upon payment.
- In requesting the use of the Showmobile, I accept full responsibility for any damages resulting from our use.
- I understand that the City of Middletown assumes no responsibility in the case of accident and/or injury to any person(s) in connection with the use of the Showmobile.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHECK PAYABLE TO THE CITY OF MIDDLETOWN**

**RETURN THIS FORM, CERTIFICATE OF INSURANCE AND RENTAL FEE TO**

**MAYORS OFFICE, 245 DEKOVEN DRIVE, MIDDLETOWN, CT 06457**



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**FOR OFFICE USE ONLY**

Insurance Certificate required  Yes (must be received before event)

\$\_\_\_\_\_ Labor cost: for time noted on this contract (any additional time will be billed after the event).

Scheduled time to leave yard: \_\_\_\_\_

Scheduled time to return to yard: \_\_\_\_\_

\_\_\_\_\_  
Director Public Works Department

Date