

2016 BICENTENNIAL PARK PERFORMING ARTS PAVILION STAGE AND SOUND SYSTEM RENTAL AGREEMENT



THE CITY OF
COLUMBUS
ANDREW J. GANTHER, MAYOR

RECREATION AND PARKS
DEPARTMENT



INSTRUCTIONS

Please carefully read and complete each section of this agreement and attach an event site plan that includes stage layout and any other relevant event details. Rental of the Bicentennial Park stage requires obtaining a Special Event Permit and completion of a Stage and Sound System Rental Agreement. **All permits and rental agreements must be signed and submitted by the event coordinator.** Completion of all sections and attachments is required prior to approval of stage and/or sound system rental. Once completed, return to the Office of Special Events, 1111 East Broad Street, Suite 101, Columbus, OH 43205-1303.

RESERVATION PROCESS

1. Any park usage requires a Special Event Permit and payment of non-refundable \$125 permit fee. Contact Office of Special Events to secure park rental date and Special Event Permit Application.
Contact: Jason Nicholson jnicholson@columbus.gov or 614-645-3335
2. Submit stage Rental Agreement to reserve pavilion and/or sound equipment
3. Once Rental Agreement is approved by Office of Special Events, contact IATSE Local 12 to determine number of technician(s) required for event (if applicable).
Contact: Richard Shack: rshack@iatse12.org or 614-221-3753
4. Submit stage and/or equipment rental fee and proof of insurance to Office of Special Events at least 30 days prior to the event.

USAGE POLICIES

- Applicant must obtain required permits and pay all fees to City. Any other necessary permits and fees must be filed and paid to the proper authorities.
- All City owned sound equipment must be installed, operated and removed by authorized IATSE technician(s) and stagehands. IATSE will determine number of personnel required based on Applicant's production needs. All labor fees for IATSE personnel will be arranged with and paid to IATSE by Applicant. Equipment rental is subject to availability of authorized IATSE technician(s).
- Applicant is responsible for the rental of any supplemental equipment not in CRPD's inventory.
- Any use of generator(s) on park property must receive prior approval from CRPD.
- A representative of your organization must be present to answer questions during rental activity dates and times.
- Obscene, vulgar or profane language, signage or actions on stage are prohibited.
- The Applicant will be liable for any damage to the facility or sound system through abuse or neglect from performers, volunteers, subcontractors, authorized or unauthorized personnel. The City will determine damage and responsibility.
- Vehicles of any type are not permitted in parks. All tents and temporary structures must be secured to withstand high winds. Temporary structures may not be tied off to light poles or other park structures. Violations may result in Applicant's loss of permit, forfeiture of rental fee and damage charges.

EVENT LOGISTICS

For events requiring a Venue Manger, the follow information may be required. The Venue Manger will contact your event designated Entertainment Coordinator/Stage Manager no later than two weeks prior to your event to confirm details.

- Performance schedule with changeover times
- Stage plots/input lists for each band/performance
- Anticipated use of loading dock
- Use of backline
- Confirmation of banner placement on or around the stage
- Requested use of stage rigging points
- Proposed location with delivery/removal times for any generators being placed on park property (if applicable)

STAGE AND SOUND SYSTEM RENTAL OPTIONS

Option A: Stage Rental with Access to 3 Phase Power Supply

Rental of stage with access to basic stage power or 100 amp and 400 amp 120/208 VAC, 3-phase isolated ground power supplies. Power supplies may only be utilized for distribution of stage power. Rental **does not** include stage power distribution boxes, tails and feeder cable, access to lighting system or use of Front Of House panel. **A licensed electrician or authorized IATSE technician must be present for the duration of the event to connect/disconnect power.**

Event coordinators interested in installing custom stage lighting that requires access to rigging points must submit detailed plan, including rigging plot with total load distribution for approval a minimum of two weeks prior to event. All feeder cable used must be rated at or above the capacity of the switch. Additional fees may be required to install custom lighting. Event representative may be required to meet with CRPD Venue Manager prior to event to review production plan. Additional insurance coverage required. Please refer to the Insurance section of this agreement to review requirements.

Rental Fees:

Stage rental: \$200 (half day, up to 6 hours) or \$400 (for full day)

Option B: Stage Rental with Access to 100 Amp 3 Phase Power Supply and Stage Lighting System

Stage rental includes access to 100 amp 120/208 VAC, 3-phase isolated ground power supplies and stage lighting system. Access to stage power distribution box, tails and feeder cable available for no additional fee through rental. Sound contractor must provide all stage power distribution cables to connect to power distribution box. **When utilizing CRPD power distribution box and lighting system, event organizer is required to hire one (1) authorized IATSE technician for the duration of the event to connect/disconnect power and to operate lighting system.**

Sound contractor is permitted to supply the power distribution box and feeder cable for audio/ stage power with prior approval. **If sound contractor is supplying the power distribution system, a licensed electrician or authorized IATSE technician must be present for the duration of the event to connect/disconnect power. One (1) IATSE technician will be required to operate ONLY the lighting system.**

Event representative may be required to meet with CRPD Venue Manager prior to event to review production plan. Additional insurance coverage required. Please refer to the Insurance section of this agreement to review requirements.

Rental Fees:

Stage rental: \$200 (half day, up to 6 hours) or \$400 (for full day)

IATSE Technician(s): All labor fees for IATSE personnel will be arranged with and paid to IATSE by Applicant

Option C: Stage Rental with Rental of Bicentennial Park Stage Sound System

Stage and audio system rental includes use of stage and lighting system, full concert audio system with FOH console, monitor console, microphones, stands and all necessary cabling (full equipment list available upon request). Authorized IATSE technicians are required to operate all equipment. **Event organizer must contract with IATSE Local 12 and pay for technicians. A minimum of three (3) technicians are required to set-up and operate the sound system.**

Event must provide an experienced stage manager and possess stage plots and input lists for all performers. Event representative is required to meet with CRPD Venue Manager two weeks prior to event to finalize production plan. Total number of technicians may vary depending on the complexity and duration of the event. Additional insurance coverage required. Please refer to the Insurance section of this agreement to review requirements.

Rental Fees:

Stage rental: \$200 (half day, up to 6 hours) or \$400 (for full day)

Sound System Rental: \$500 per day (plus technician fees paid directly to IATSE)

IATSE Technician(s): All labor fees for IATSE personnel will be arranged with and paid to IATSE by Applicant

2016 BICENTENNIAL PARK PERFORMING ARTS PAVILION STAGE AND SOUND SYSTEM RENTAL AGREEMENT

EVENT INFORMATION

Organization Name:		Official Event Title:	
Event Date(s):		Event Hours:	
Contact Name:		Daytime Phone:	
Emergency Phone:		E-Mail:	
Event Entertainment Coordinator/ Stage Manager:	Name:		Cell Phone:
	E-Mail:		
Name of Electrical Contractor:			Cell Phone:

RENTAL INFORMATION (please select one of the following):

Option A Option B Option C

AMPLIFIED SOUND INFORMATION

THIS SECTION IS NOT REQUIRED IF RENTING THE BICENTENNIAL PARK SOUND SYSTEM

Name of Sound Company:		Phone:
Responsible Person in Charge of Sound (on-site):	Name:	
	E-Mail:	
Cell Phone:		
Source of Sound: <input type="checkbox"/> Live Music <input type="checkbox"/> DJ <input type="checkbox"/> Other _____		
<p>Describe Sound System (Including, but not limited to, total wattage of system, number and size of speakers and proposed location of equipment and speakers. Additional documentation and stage layout may be attached):</p>		
<p>Sound Mitigation Measures Planned or Implemented (Including, but not limited to, placement of equipment, direction of sound and plan for monitoring decibel levels. Additional documentation may be attached):</p>		

PROPOSED DAYS, DATES AND TIMES OF AMPLIFIED SOUND

Please include hours for any sound checks/ audio system testing. Hours of amplified sound may be different than your events operation hours. In Bicentennial Park, sound equipment may be operated at up to 100 decibels. Sound equipment may be operated between the hours of 9:00 AM and 10:30 PM.

Set-up Date:	Time:		to
Event Day #1:	Time:		to
Event Day #2:	Time:		to
Event Day #3:	Time:		to
Tear-Down Date:	Time:		to

INSURANCE

In addition to submitting an original Certificate of Insurance in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence, as required by the Special Events Permit, applicants who have selected rental **Option B or C** must also maintain a policy that includes **Rented/Leased Equipment Coverage** in an amount not less than of two-hundred thousand dollars (\$200,000) valid through the last permitted date of your event. Your insurance certificate should list as the certificate holder: City of Columbus, CRPD Office of Special Events, 1111 East Broad Street, Suite 101, Columbus, Ohio 43205-1303.

EQUIPMENT RENTAL

The Columbus Recreation and Parks Department makes no guarantee either expressed or implied, as to the condition, fitness, or suitability of the rented equipment for event coordinator's purpose or needs. Event coordinator agrees to accept and use the equipment in its current "as-is" condition.

MUSIC LICENSES

The Columbus Recreation and Parks Department maintains licenses covering all music performance events hosted at city owned venues, provided the event does not gross over \$25,000.00 in revenue. Events exceeding this level are responsible for necessary licensing and accept complete responsibility for failure to secure appropriate licenses from all performing rights organizations (e.g. BMI, ASCAP, SESEC, etc.)

WEATHER POLICY

Event Coordinator must inform Venue Manager and Sound Contractor and/or lead IATSE Technician of event's Emergency Contingency Plan prior to start of event. In the event of severe weather, the Venue Manager and Sound Contractor and/or lead IATSE Technician will immediately coordinate with event designated Stage Manager to ensure safety of all employees, performers and equipment. Following any severe weather event, it is the sole discretion of the Venue Manager and Sound Contractor and/or lead IATSE Technician to determine, in good faith, with the event designated Stage Manager if/when stage activity is safe to resume.

Regardless of event's Event Contingency Plan policy, the following policies will be enforced: If lightning is seen and thunder heard the Venue Manager will direct all but essential staff to shelter. If lightning or related electrical storm activity is within a 6 to 8 mile range of venue, all stage activity must cease, stage power deactivated and employees must be sheltered until 30 minutes after the storm has passed. If a high wind or tornado warning is issued by the National Weather Service, all stage activity must cease immediately, stage power deactivated and all but essential staff should be directed to shelter.

ACKNOWLEDGEMENT

The signatories to this agreement represent that they have the authority to bind themselves and their respective organizations to this agreement. This agreement may not be assigned or otherwise transferred to others by the event organizer without the prior written consent of the Columbus Recreation and Parks Department. This agreement is not valid without all signatures as listed below.

I have read and agree to the above terms & conditions and usage policies:

Authorized Signature

Date

Department Representative

Date

*This agreement **MUST BE FILLED OUT** in its entirety in order to be processed*

CHECKLIST:

- Submission of Special Events Application and Non-refundable \$125 Permit Fee
- Park Rental Fee
- Pavilion Agreement and Rental Fee
- Sound System Rental Fee (if applicable)
- Certificate of Insurance
- Event Site Plan
- Stage Layout

(Do not write below this line)

FOR OFFICE USE ONLY:

Pavilion Rental: \$ _____

Sound System Rental: \$ _____

Total Due: \$ _____

(Revised 1/19/15)

Main Street

Bicentennial Park Stage Rigging Points

Loading Dock

Rigging Point to Support Max Load of 3000#

Rigging Point to Support Max Load of 500#

Tent Anchor Points

Rigging Points to Support Max Load of 1000# Ea

32'-0"

20'-0"

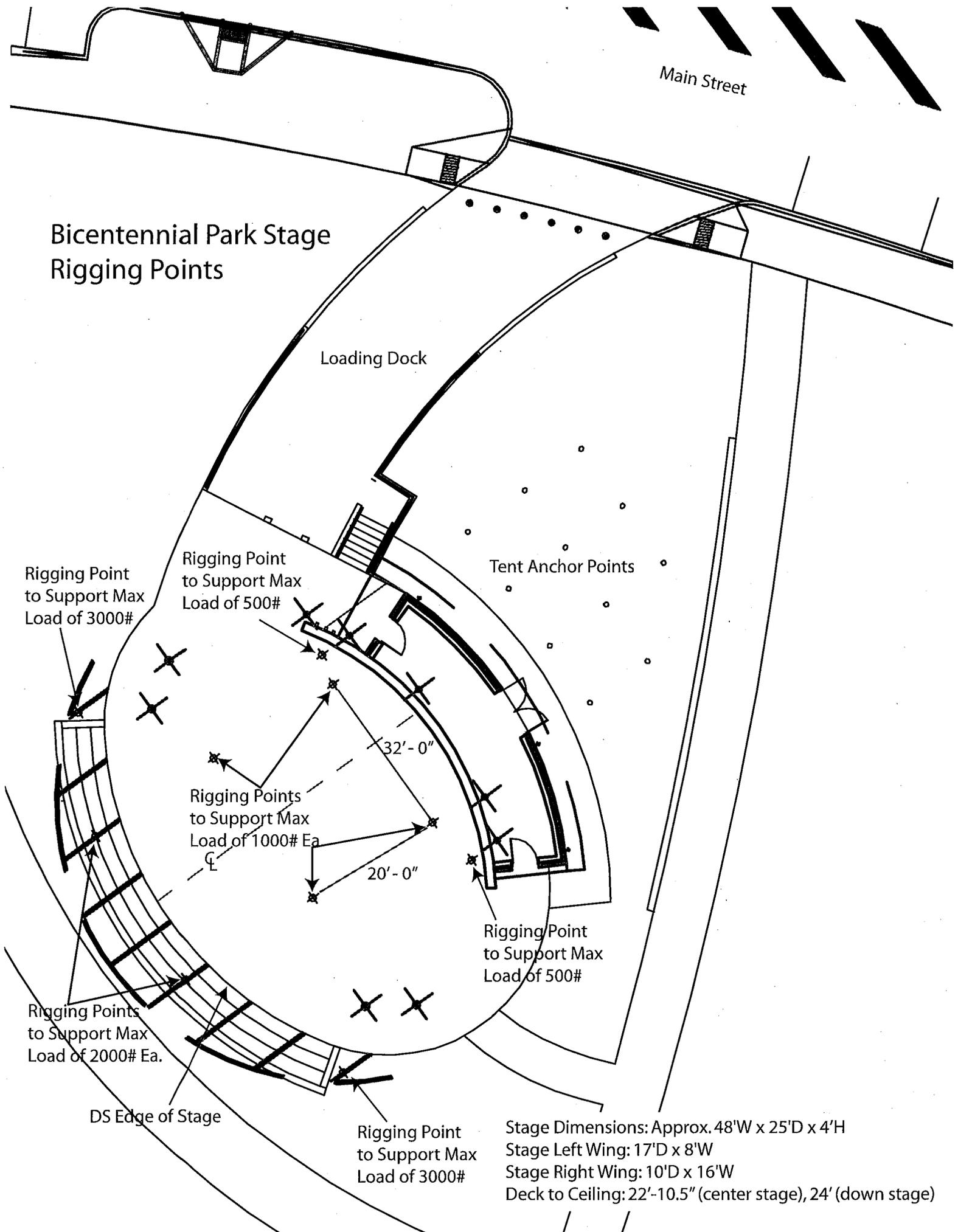
Rigging Point to Support Max Load of 500#

Rigging Points to Support Max Load of 2000# Ea.

DS Edge of Stage

Rigging Point to Support Max Load of 3000#

Stage Dimensions: Approx. 48'W x 25'D x 4'H
Stage Left Wing: 17'D x 8'W
Stage Right Wing: 10'D x 16'W
Deck to Ceiling: 22'-10.5" (center stage), 24' (down stage)



Bicentennial Park Performing Arts Pavilion

233 Civic Center Drive, Columbus, OH 43215

www.SciotoMile.com



Sound & Production Specifications

Load-in & parking: Rental of stage includes access to loading dock. Please contact the Office of Special Events for additional information.

Dressing rooms: There are no available dressing rooms on site. However, tent tie-down points are available backstage.

Electrical:
Stage Power: (1) 100 amp 120/208 VAC, 3 phase/5 wire sub-panel - bare-end, 5 wire, tail tie-in. Access to power distribution box and tails available through rental. Please contact the Office of Special Events for additional information.
Lighting: (1) 400 amp 120/208 VAC, 3 phase/5wire panel - Cam-lock adaptable. Dimmer pack and lighting console included with rental of stage lighting system.

FOH Console: Yamaha CL 5
FOH Playback: D&M Pro DN-C640 slot-load single-well CD player

I/O Rack: (2) Rio3224-D (32 ins, 16 outs and four AES/EBU outputs)

Main Processor: (1) EV DX46 (per side)
Main Speakers: (1) Dynacord Cobra-4 Far Line Array (per side)
(2) Dynacord Cobra-4Top Line Array (per side)

Main Subs: (4) Dynacord Cobra PWH (per side)
Main Amps: (1) Crown XTI2002 (High – per side)
(1) Crown XTI6002 (Mid/Low – per side)

Main Sub Amps: (1) Crown XTI6002 (per side)

Park Speakers: Access to Park, Promenade, and Prow speakers available through rental. Please contact the Office of Special Events for additional information.

Monitor Console: Yamaha CL 5
Wedges: (6) EV ZX590B
(5) JBL VRX 915M
Drum Fill: (1) JBL VRX 915M/ (1) JBL VRX 918S sub
Monitor Amps: (6) Crown XTI2002

Intercom: 2 channel, 4 station Clear-Com

Microphones & DI Boxes

(8) Shure UR24D Wireless System with Beta58 Handheld, (4) Beta WB98H/C, WL185 or Countryman E6

(8) Shure SM58LC

(4) Shure Beta58A

(11) Shure SM57LC

(1) Shure Beta 57A

(2) Sennheiser E609

(2) Shure Beta 52A

(1) Shure Beta 91A

(5) Shure Beta 98D/S

(4) Shure SM81LC

(4) EV N/D468

(3) EV N/D408

(2) Sennheiser MD421 II

(2) AKG C414 B-XLS

(8) Passive Radial JDI-MK3

(4) Active Radial J48-MK2

(2) Whirlwind PCDI

Mic Stands: Full Compliment

Mic Lines: Full Compliment

Lighting & Stage Specifications

Stage Lighting: (4) 6 Lantern - Par 64 Lighting Bars (12k on upstage, 12k on downstage)
Lighting Console: (1) ETC SmartFade 1248, 48 Channel
Dimmers: (1) ETC SP2420 AV+, 24 x 20A Portable Pack with Edison & Multi-pin

Stage Dimensions: Approx. 48'W x 25'D x 4'H
Stage Left Wing: 17'D x 8'W
Stage Right Wing: 10'D x 16'W
Stage Description: Concrete
Risers: (1) 8'W x 8'D x 12'H drum riser - available upon request
Deck to Ceiling: 22'-10.5" (center stage), 24' (down stage)
Rigging Points: Please contact the Office of Special Events for information on all stage rigging points.

TECHNICAL INFORMATION AND PRODUCTION SPECIFICATIONS ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE