



**CITY OF CENTERVILLE
COMMUNITY AMPHITHEATER AT STUBBS PARK
RENTAL APPLICATION**

Name of Organization _____

Name of Applicant _____

Address _____

City _____

Zip Code _____

Driver's License # _____

Home Phone _____

Business Phone _____

Date Requested _____

Time Requested _____

Type of Event _____

Number of Participants _____

Chairs requested (for stage only): _____

Public Works Attendant requested (for parking, trash, etc.): _____

Signature of Applicant _____

Date of Application _____

This is an application only and must be approved by a City of Centerville representative. The rental will be guaranteed only after a contract is signed by a City representative and a deposit submitted by the applicant.

(For Office Use Only)

Areas: _____ Amphitheater _____

Concession Restrooms _____

Equipment: _____ Chairs _____

CHARGES

Rental _____ \$ _____

Approval for use by: _____

Attendant _____ \$ _____

Other _____ \$ _____

TOTAL _____ \$ _____

Check # _____

DEPOSIT _____ \$ _____

Check # _____

Refund Amount _____ \$ _____

Refund Requested _____

Refund Sent _____

Post Event Inspection Performed By: _____

Date: _____

Comments: _____

**CITY OF CENTERVILLE
COMMUNITY AMPHITHEATER AT STUBBS PARK
RULES AND RENTER'S RESPONSIBILITIES**

USAGE: The Community Amphitheater at Stubbs Park is for not-for-profit performing arts activities and other not-for-profit events that are of benefit to the community. Admission may not be charged to any event nor may items be sold at the Park. Rental will be denied to activities that are likely to cause public disturbance or damage to City or private property.

DEPOSIT: A refundable deposit of \$100.00 is required at the time application is made.

FEES: Rental fee is required at the time application is made. Rental is for a six (6) hour period. All events must end by 9 p.m. or dusk. The Park closes at dark.

City of Centerville residents:	\$50.00
Others:	\$100.00
Each additional hour:	\$50.00 per hour
Public Works Attendant(s):	\$35.00 each, per hour, per attendant

Fees entitle the use of:

- Amphitheater stage
- Both dressing rooms (each with a restroom)
- Stage chairs (approx. 65)
- Parking lot (200 paved spaces-parking shall be in marked spaces)
- Seating Area (no chairs provided, the use of lawn chairs and blankets is encouraged)
- Concession restrooms

Please note that the Park itself cannot be reserved. It is open to the public.

REFUNDS: The \$100.00 deposit will be returned to the renter within 10 working days. No refunds will be made on rentals unless **approved by the Public Works Director**.

Additional questions may be directed to the Public Works Department, City of Centerville, 937-428-4782.

****IN CASE OF AN EMERGENCY MON-FRI AFTER 4:30 AND ON WEEKENDS CALL POLICE DISPATCH 433-7661.

As a renter, I, _____, do hereby agree to abide by the following:

- **APPLICATION:** All renters must complete the Community Amphitheater application and the rules and renter's responsibilities.
- **ADMISSION FEES:** Admission fees are not permitted to be charged without prior approval from the Public Works Director. Furthermore, items, including food, may not be offered for sale without prior approval from the City.
- **MUSIC AND NOISE:** All music and PA systems must be turned off by 9 p.m. seven days a week unless otherwise approved in advance by the Public Works Director. The volume of sound must be in keeping with the nature of the Park in relation to residential areas. The City of Centerville reserves the right to lower the volume and/or discontinue the event if the noise/sound is disturbing to surrounding residential areas.
- **SMOKING:** Smoking is not permitted in any indoor area of the Amphitheater or its facilities. Smoking around the Amphitheater area shall be in the designated areas only.
- **ALCOHOLIC BEVERAGES:** Alcoholic beverages are not permitted in any area of the Park.
- **FOOD VENDORS:** All food vendors must be licensed by the Montgomery County Health Department. License must be posted.
- **DELIVERIES:** All deliveries made in support of your event must be scheduled to arrive NO earlier than one hour prior to your scheduled, rental time.

- **SCHEDULED TIME:** Six hours is your paid rental time. Clean up must be accomplished within your paid time. The City must be notified 48 hours prior to your event if additional time is needed.
- **DEPARTURE TIME:** Renters, guests, et al., must be off the premises at dark. All equipment and supplies belonging to your group must be removed from the Park upon your departure. None of your group's belongings may be stored at the Amphitheater.
- **LOSS/DAMAGE:** You and /or your organization are responsible for any loss, damage or theft of personal property that is incurred by your organization and/or those in attendance. You and/or your organization are also responsible to restore damaged premises to pre-event condition.
- **STORAGE OF FLAMMABLE MATERIALS:** Gasoline, distillate, or other petroleum product or other substance or material of an explosive or flammable nature are not permitted in quantities considered dangerous to any part or portion of the premises without written consent of all insurance companies carrying fire or rent insurance on all of the Park's premises, nor do any act or engage in a conduct which shall cause increase in fire insurance rates or fire hazards.
- **SET UP:** You and/or your organization are responsible for setting up and tearing down any chairs or other equipment used on stage or in the seating area. Property that you have rented must be removed from the premises at the time of your departure. It may not be stored at the Amphitheater.
- **AMPHITHEATER CHAIRS:** Amphitheater chairs are for stage use only. They are not permitted on grass or other areas.
- **AMPHITHEATER PROPERTY:** Property belonging to the Amphitheater may not be removed from the stage or dressing rooms at any time.
- **TRASH DISPOSAL:** Trash must be removed from the stage area, tables and grounds and placed in trashcans before departure. Full trash containers must be placed behind the Amphitheater stage. Empty cans should remain in the enclosed Amphitheater area.
- **CLEANUP/TEARDOWN:** The facilities must be "broom" clean prior to your departure. All chairs used must be stacked and placed in the enclosed areas of the Amphitheater.
- **SECURITY:** One professional, uniformed, non-armed security guard must be provided by the renter for every 200 persons. The security company name and phone number must be presented to the Public Works Director at least seven (7) days prior to the rental date.
- **PARKING:** There are approximately 200 paved parking spaces. Vehicles may not be driven or parked on the grass without prior City approval.
- **SUPPLIES AND FOOD:** All supplies and food must be removed from the premises after your event.
- **CANDLES:** Use of candles must be approved prior to the event.
- **DECORATIONS:** Decorations and/or signs shall not be attached to Amphitheater walls. The use of easels is encouraged. All decorations must be disposed of or taken with you upon leaving. Additionally, no signs or decorations may be affixed to any trees, utility poles, buildings, or structures unless the City provides prior approval.
- **TENTS:** Tents, tables and other equipment are not permitted on grassy areas without prior approval from the Public Works Director. A tent permit may be required through the City's Building Inspection Department.
- **ADDITIONAL EQUIPMENT:** Placement of additional equipment, refreshment vehicles, or caterers must be approved prior to the event.
- **STAFF AUTHORITY:** The City of Centerville reserves the right to cancel the Amphitheater Rental Agreement at any time during the event if these rules and/or City ordinances are violated.

