



City of Baltimore
Stephanie C. Rawlings-Blake, Mayor
Department of Recreation & Parks
Gregory Bayor, Director
Bureau of Music
3001 East Drive in Druid Hill Park
Baltimore, Md 21217
(410) 396-7012/410-396-7459 Fax: 410-396-7079



APPLICATION for request of use of Recreation & Parks' MOBILE STAGE

Stage your event entertainment on our 24' x 24' or 20' x 24' professional stage. This compact, all aluminum, lightweight mobile unit features a fully integrated mechanical and hydraulic operating system with roof, stairway with handrails, guardrails and skirting.

Approximate set up time 45 minutes. Rental fee also includes transportation and trained stage crew.

Application with fees must be submitted at least 3 weeks prior to the requested event date(s) Submitting this application is not a confirmation of the Mobile Stage at your planned event. Your confirmation will be sent in the form of an e-mail or fax, to the Organization and/or person responsible for conducting the event within five working days upon receipt of application request.

Please **print all information clearly**. Incomplete applications will not be processed.

1. Organization applying for use of Mobile Stage:

Name of Organization: _____

Address (include city, state, zip code): _____

Telephone: _____ Fax: _____

2. Contact person responsible for conducting event:

Name (& Title): _____

Address (include city, state, zip code): _____

Daytime Telephone: _____ Evening Telephone: _____

E-Mail: _____ Fax: _____

3. Name of event Mobile Stage is being requested for _____

4. Type of Event *(please check as many as applicable below)*

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Assembly (Public) | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Race (Foot) |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Environmental | <input type="checkbox"/> Walk-A-Thon |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Parade | <input type="checkbox"/> Rally |
| <input type="checkbox"/> Other (please describe): _____ | | |

5. Total number of event participants and spectators anticipated daily _____

6. Requested date(s) including start and end times for Mobile Stage (NOTICE: NO RAIN DATES):

7. Set up time for stage: _____ End Time of Event: _____

8. Event Location: _____

(please include address, closest cross streets, and attach event site map indicating placement of Mobile Stage)

9. Indicate stage size needed: ____ 20'x24' or ____ 24'x24'

NOTE: The Mobile Stage **does not** come equipped with sound equipment or generator for power.

10. The fee schedule for use of Mobile Stage ***(up to 4 hr. time period allocated)** are as follows:

Weekday /evenings (available after 4:30 p.m.): **\$800.00**

Weekend / days or evenings: \$1,000

(NOTE: *\$250.00/hour for every hour exceeding the 4 hour maximum)

The Department of Recreation and Parks cannot accept personal checks or cash . Payment of fee(s) must be made in the form of a Cashiers Check or Money Order made payable to : **DIRECTOR OF FINANCE**

If additional information is needed, please contact or Tara Ingram at 410-396-7459.

FOR OFFICE USE ONLY

Date Received: _____ **APPROVED** **DENIED**

Application was received: In Person By U.S. Postal Service Faxed In

Total Amount Due: \$ _____ City Issued Receipt No # _____

Form of Payment: Money Order Cashier's Check (payable to: Director of Finance)

Accepted By: _____ Date: _____