

# SUMMER STAGE RESERVATION FORM

--This Form is for **Fundraising Events**--

Applications are considered on a first come/first serve basis, subject to the discretion of the Summer Stage Venue Management Committee. The Committee will strive to attempt to give access to all groups requesting access to the Summer Stage to assure use by a diverse array of performing arts groups and as many organizations as possible—public and private, professional and amateur, local and regional. All fees due at time of application, to be returned if time slot not available.

Events **for event used by fundraisers** may use the SummerStage for a **flat rate of \$100 a day**. Please note that Lapham Peak State Park parking fees apply to all persons entering the Park.

Applications submitted before April 1st preceding the requested dates will be processed before May 1st.

Name of Group requesting use of Summer Stage facilities (Licensee):

\_\_\_\_\_

Event or purpose:\_\_\_\_\_

Date(s) and Time(s) Requested:\_\_\_\_\_

Approximate Number Expected: Performers\_\_\_\_\_ Crew\_\_\_\_\_ Guests \_\_\_\_\_

Users shall provide a minimum of four volunteers at all times per 100 persons participating or in attendance at each event to provide reasonable supervision and clean-up of all stage areas, including backstage areas, parking and ushering areas.

SECURITY DEPOSIT (refundable if no damage to stage area occurs and all debris, signage, equipment and property of Licensee removed promptly after event —otherwise, credited against balance due)

\$ 200.00

RENTAL FEES \$100 per day x \_\_\_\_\_no. of days = \$ \_\_\_\_\_

PORTABLE RESTROOM RENTAL – included in rental \$ \_\_\_\_\_

LIGHTING RENTAL (see attached fee schedule) \$ \_\_\_\_\_

SOUND RENTAL (see attached fee schedule) \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

This agreement entitles the Licensee the exclusive privilege and right to use, subject to the terms and conditions hereof, the facilities located at Lapham Peak State Park known as the Summer Stage outdoor theatre and surrounding seating area, and any other special equipment or facilities rented hereunder. All other facilities in the Park shall remain open to the general public in accordance with park rules. All tents, equipment, signage, decorating, or other alterations to the park or stage shall be done only with written

permission of Summer Stage and Lapham Peak State Park. In the event of inclement weather or other events beyond the reasonable control of Summer Stage, based on availability and mutual agreement among Licensee, Lapham Peak State Park and Summer Stage of Delafield, Inc., Licensee shall be able to select a different date or time period for use of the stage rights purchased in this Agreement.

The person described as the responsible party signing this agreement shall be held accountable for the facilities authorized and shall be held liable for any costs to the State of Wisconsin or Summer Stage of Delafield, Inc. for necessary maintenance or repairs due to damage arising from the improper or negligent use thereof. It is also agreed that the State of Wisconsin and Summer Stage of Delafield, Inc. shall not be held responsible for any damages, injuries, accidents, liability or the theft of personal property incurred by those parties authorized to use said facilities. Call Summer Stage of Delafield, Inc. at Steve Davis at 262-391-3110 if stage is not in good order. Licensee and Licensee’s guests and invitees assume all risks and danger incidental to Licensee’s activities in the park, whether occurring prior to, during or subsequent to, the actual performance.

Responsible Party \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions regarding your reservation, email Summer Stage of Delafield, Inc. at [info@summerstageofdelafield.org](mailto:info@summerstageofdelafield.org)

Return reservation form to Stephen Davis.

\*For purposes of this form, a Fundraising” related use shall be one that involves the use of the stage for a fundraiser that may include a performance or presentation of music, theater, dance, poetry, or other fine arts (regardless of whether such presentation or performance is for private, public, nonprofit, commercial, political, religious or educational purposes).

**GUIDELINES**

- All applications must be submitted directly to Summer Stage of Delafield, Inc. at P.O. Box 180404, Delafield, WI 53018.
- Use of paint, duct tape, nails, tacks or other damaging materials on the stage walls is prohibited
- Obey all Lapham Peak park rules
- No alcoholic beverage may be served at school sponsored events. All concessions and alcoholic beverage sales for all events must be provided through Summer Stage catering services