

SUMMER STAGE RESERVATION FORM

--This Form for "Arts" Related Use **When Admission Charged**--

Applications are considered on a first come/first serve basis, subject to the discretion of the SummerStage 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 as 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. Applications submitted before February 1 preceding the requested dates will be processed before March 1.

Events **for which a ticket is charged** may use the Summer Stage for **no more than a two week period at a flat rate of \$300 for the first day and \$150 per day for subsequent dates.** (Lapham Peak State Park parking fees still apply to all ticket holders entering the Park). All tickets must be collected at the admissions area near the parking lot, with final fee calculated based upon actual attendance. No alcoholic beverages may be served at events sponsored by schools for high school age or younger and/or with children performing. With the exception of such events, all concessions and alcoholic beverage sales must be provided through Summer Stage catering services.

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

Event or purpose: _____

Date(s) Requested: _____ (two week maximum)

Approximate Number Expected: Performers _____ Crew _____ Guests _____

Users shall provide a minimum of four volunteers per 100 persons participating or in attendance during all time of use to provide reasonable supervision and clean-up of all stage areas, including backstage areas, parking and ushering areas (Park parking passes available for performers, staff and crew). Users also shall provide their own programs, signage, advertising and ticket sales, the forms for which shall be approved by Summer Stage.

Charges for use of stage includes: parking passes for performers, setup of admissions area, area prep, etc. User is expected to provide people to work in admissions, be ushers, set up , sound and additional lighting, etc.

Fee Schedule

SECURITY DEPOSIT (refundable if no damage to stage area occurs and all debris, signage, equipment and property of Licensee are removed promptly after event —otherwise, credited against balance due)	\$ 200.00
RENTAL FEES \$300 for first day (one free day a year for non-ticketed school sponsored events)	= \$ <u>300.00</u>
ADD’l Days \$150 per day x _____no. of days	= \$ _____
PORTABLE RESTROOM RENTAL – included in the rental	
LIGHTING RENTAL (see attached fee schedule)	\$ _____
SOUND RENTAL (see attached fee schedule)	\$ _____
CATERING/BEVERAGE DEPOSIT	\$ _____
TOTAL DUE AND PAID WITH RESERVATION	\$ _____

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. Tickets must indicate venue for event is Summer Stage of Delafield, Inc. in collaboration with 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 262-337-1560 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, e-mail Summer Stage of Delafield, Inc. at info@summerstageofdelafield.org.

Return reservation form to Summer Stage of Delafield, Inc., P.O. Box 18404, Delafield, WI, 53018 or to info@summerstageofdelafield.org.

*For purposes of this form, an "Arts" related use shall be one that involves the 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 others (applying for non"Arts" related uses) must submit a reservation form in the Lapham Peak Park office, which has full discretion regarding use of stage in such cases (see website (www.Summer-Stage.org for form).

--Use of paint, duct tape, nails, tacks or other damaging materials on the stage walls is prohibited

--Obey all Lapham Peak park rules