



SUMMERSTAGE

To Entertain, Educate, and Elevate

SUMMERSTAGE RESERVATION FORM

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.

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.

All applications must be submitted directly to
SummerStage of Delafield, Inc
P.O. Box 180404
Delafield, WI 53018.

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, temporary signage, equipment and property of Licensee removed promptly prior to ending time of rental period — otherwise, credited against balance due)

Date(s) Requested: _____ Time Period: 10AM to 4PM _____ 4PM to 9PM _____

Fees

Security Deposit (Required)	\$	200.00
RENTAL FEES \$300 per period X _____ # periods	= \$	_____
PORTABLE RESTROOM RENTAL # – \$100 (in season only)	\$	_____
LIGHTING RENTAL* - \$100 (in season only)	\$	_____



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SOUND RENTAL * - \$100 (in season only) \$ _____

Transport Cart Rental # - \$100 (in season only) \$ _____

TOTAL DUE \$ _____

Notes:

The use electrical, access to backstage room, tech booth, concession stand, Port-A-Johns and/or use of golf cart will require the hiring of one of our event managers.

* The use of SummerStage light and sound equipment requires the hiring of our technical support person (\$10 per hour)

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 SummerStage 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 SummerStage 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 SummerStage of Delafield, Inc. 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.

RULES

1. All press releases, publicity, posters, flyers, etc. must mention that the event is held at **SummerStage at Lapham Peak.**



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2. Use of paint, duct tape, nails, tacks or other damaging materials on the stage walls is prohibited
3. Obey all Lapham Peak park rules
4. No alcoholic beverage may be served at school sponsored events. All concessions and alcoholic beverage sales for all events must be provided through SummerStage catering services unless waived by SummerStage. Waived _____
5. Vehicles may be driven to the back stage area via the “back way” in order to drop off equipment, food, etc. However all vehicles must either be returned to the parking lot or parked behind the stage so as not to be seen by the audience. **UNDER NO CIRCUMSTANCES ARE VEHICLES TO BE DRIVEN ALONG SIDE OR IN FRONT OF THE STAGE (AUDIENCE) AREA.**
6. **Vehicles may NOT be driven on the hiking/skiing trail to get to the stage unless given permission by SummerStage and/or the Park Manager.**
7. **No SummerStage signage may be removed** without the written permission from the venue manager.
8. **Venue must be cleaned upon completion of the event and refuse taken to park dumpsters or other refuse collection facility and all buildings locked.**

Violation of the above rules will result in forfeiture of all or a portion of security deposit in order to return venue to original state.

AGREEMENT

I agree to the above conditions for using SummerStage.

Responsible Party Name (Print): _____

Responsible Party Signature: _____

Date: _____

SummerStage Representative Name (Print): _____

SummerStage Representative Signature: _____

Date: _____