



City of Fort Collins Parks  
413 S. Bryan Ave  
Fort Collins, CO 80521

# City of Fort Collins

## Parks Division

Phone: (970-221-6660)  
Email: parkshop@fcgov.com

Form is a pdf fillable document. Type in Location Requested and tab to next area to be completed. Save document in your files and email the completed form to parkshop@fcgov.com for processing. **Handwritten/faxed documents will not be accepted.**

### SHOWMOBILE APPLICATION REQUEST

THIS APPLICATION AND ALL ATTACHMENTS MAKE UP THE SHOWMOBILE RENTAL CONTRACT

**LOCATION REQUESTED:** \_\_\_\_\_

*Be Specific if not in a Fort Collins City Park (i.e., address, cross streets, etc.)*

**Date(s) Requested:** \_\_\_\_\_

**Time(s) Requested:** Set Up Completed by: \_\_\_\_\_ (am/pm) Tear Down Begins: \_\_\_\_\_ (am/pm)

*Showmobile will be setup and ready on the date / time listed above; staff will be on-site to start the tear down process at tear down time noted above.*

**Event Name:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: CO Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Comments: \_\_\_\_\_

Will Applicant be using the Showmobile outside city limits (adjacent Cities only)? Yes \_\_\_\_\_ No \_\_\_\_\_

Will Applicant need to use the 50amp generator that the City provides? Yes \_\_\_\_\_ No \_\_\_\_\_

Will Applicant be renting a different generator? Yes \_\_\_\_\_ No \_\_\_\_\_

**(If generator use is yes, Utility Locates will need to be called for the grounding rod required. Call UNCC at 811 or 1-800-922-1987 one week prior to the event.)**

I, the undersigned, have read and received the attached Showmobile Policies, Rental Rates form and Park Rules and Regulations and, on behalf of the Applicant, agree to adhere to all requirements. If Applicant is a corporation or other entity, the person signing on behalf of Applicant affirmatively states that he or she has authority to act on behalf of the Applicant and to bind Applicant to this contract.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Applicant should also complete the on-line Special Events Application located at : <https://www.fcgov.com/specialevents/> if the event is within the City of Fort Collins city limits and requires street closures, traffic plan, and/or amplified sound.

## SHOWMOBILE POLICIES

1. Any person or organization/agency desiring use of the Showmobile (“Applicant”) must make application on the designated Showmobile Rental Request/Contract Information Form. Applicant’s signature on the Information Form denotes agreement with all terms of this Policy.
2. Reservation must be made no later than two (2) weeks prior to the desired date of use.
3. Reservations are taken on a first come basis. An invoice will be sent to the applicant after application has been approved. Full rental fee is due at time of reservation and no later than 30 days from invoice date.
4. Applicant must cancel five (5) business days in advance of the rental date in order to receive a refund. Cancellations made after this time may result in forfeiture of the rental fee.
5. If the rental is canceled due to inclement weather, the refund shall be based on the costs incurred by the City as a result of the agreement. If the Showmobile is fully set up before a cancellation occurs, no refund will be given.
6. Parks Division personnel will approve all Showmobile locations to avoid potential damage of turf, facilities, and the Showmobile itself.
7. The City Showmobile does not have a public address or sounds system, see *Showmobile Helpful Information* below.
8. If the City Showmobile is part of an event taking place within the City of Fort Collins, Applicant should complete the on-line Special Events Application to ensure any amplification meets the sound ordinance regulations
9. The City does have a generator that the Applicant may use for a fee. Use of the generator **MUST** be arranged at the time of contract.
10. All Applicants, regardless of affiliation, must pay the transportation fee.
11. If the Applicant is planning on having the showmobile set up outside of city limits, there is a mileage fee from the Park Shop to the destination and back; in addition to the transportation fee.
12. The Applicant is responsible and must reimburse the City for the cost for any and all repairs for any damage to the Showmobile that occurs while the Showmobile is in the Applicant’s possession. **If the Showmobile will be kept at a site overnight, the Applicant must provide overnight security.**
13. The Applicant agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.
14. Customer acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this rental that may result in bodily injury or property damage to participants or others. Applicant acknowledges that private parties may bring equipment onto the City facility where the activities undertaken pursuant to this Application and Agreement will occur, and that such equipment is not provided and maintained by the City. The City makes no representations regarding the condition or safety of any such equipment. The City does not assume any responsibility for lost or stolen articles, damage to Applicant’s property, or injury to persons using City facilities, and Applicant hereby waives any claims against the City related to any such damage or injury. Unless Applicant is a government entity, Applicant will indemnify and release the City, its officers, employees, agents, contractors and volunteers against all claims, causes of action, damages, liability, loss or costs, including reasonable attorney’s fees, of every kind and nature, directly or proximately resulting from or caused by any act or omission of the Applicant or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of the Showmobile, and any loss or damage to property prior to, during or subsequent to the use of the Showmobile by the Applicant. Government Applicants are responsible for their own negligence and the direct consequences of their performance hereunder. Nothing herein shall be deemed to be a waiver of the protections of the Colorado Governmental Immunity Act, C.R.S. Secs. 24-10-101 et seq.

Applicant initials: \_\_\_\_\_

**CITY OF FORT COLLINS – PARKS  
SHOWMOBILE RENTAL APPLICATION/CONTRACT**

**RENTAL RATES FORM**

**Event Name:** \_\_\_\_\_

Basic Unit (16' X 32') .....\$350.00 x \_\_\_\_ /days = \$ \_\_\_\_\_

Basic Unit plus 1/3 staging (1 row / 24' X 32').....\$525.00 x \_\_\_\_ / days = \$ \_\_\_\_\_  
(Additional Staging Not Allowed outside City Limits)

Transportation ..... \$150.00 \$ \_\_\_\_\_

Additional per mile fee (both directions) for locations outside city limits ..... \$11.00/mile \$ \_\_\_\_\_  
(drop off & pick-up) miles =

Use of 50 amp Generator ..... \$60.00 \$ \_\_\_\_\_

Electrical Support (per hour) .....\$50.00/hour \$ \_\_\_\_\_

**TOTAL RENTAL CHARGE** \$ \_\_\_\_\_

This form is meant to provide applicant with an estimate of the total rental charge for Showmobile. Once the application has been approved, an invoice will be provided to the applicant with the actual rental charge.

**Showmobile will not be delivered until payment is made.**

**Applicant initials:** \_\_\_\_\_

*Please Note: Fee are subject to change.*

# Showmobile Helpful Information

## Lighting:

Showmobile comes with 2 rows of fluorescent lighting, and square tube ports for theatrical lighting, provided by the user.

## Electrical Supply:

The showmobile has an electrical distribution panel set up for a 50 amp supply. This supply can come from one of three sources:

1. City power from a normal 110 volt outlet. The number of amps is restricted to the circuit that it is supplied from. Usually this is a 20 amp circuit. (i.e., one microphone). Electrical support is charged a per hour fee.
2. 50 amp twist lock configuration. This needs to be setup ahead of time since the connection is unique for the showmobile. We have two of these connections in our system: City Park and Fossil Creek.
3. Our on-board generator or an outside generator which has the twist lock setup must be placed in a way to accommodate the use of a grounding rod for safety purposes. Grounding rod requires a UNCC locate; so advance notice is needed.

Bands require a 50-amp supply *minimum*. Applicant can rent the generator or supply their own, or if at a park that has a nearby 50-amp supply, like City Park, they can hook up to that port.

## Mobile Sound Shell When Extended:

Body Length	36'
Stage Length	36'
Stage Depth	14'
Stage Height from Ground	48" to 61" Adjustable
Canopy Height from Ground	16'-7" @ 48" Deck Height
	17'-8" @ 61" Deck Height
Down Stage Canopy Height	
From Stage Floor	12'-4"
Up Stage Ceiling Height	
From Stage Floor	7'
Overall Road Width	8'-6"
Overall Road Length: Including Hitch	42'
Overall Height	13'-3"

**CITY OF FORT COLLINS  
PARK RULES AND REGULATIONS**

**Summary of Laws, Rules, and Regulations for use of Parks, Trails, and Facilities Located Therein, Whether Inside or Outside City Limits**

**A. The following activities are prohibited in or on City parks and trails by Section 23-203(a) of the City Code:**

**Alcoholic Beverages:** Possess or consume any alcoholic beverage, open or unopened, except where allowed by a special event permit issued by the City's Liquor Licensing Authority. [NOTE: by City policy such permits are issued only for Civic Center park, Oak Street Plaza park or Legacy park, unless the CS director permits otherwise.]

**Animals/Birds:** Violating any provision of Chapter 4 of the City Code, including but not limited to: license required (Code § 4-31); rabies vaccination required (§ 4-51); removal of animal waste required (§ 4-71); animals at large prohibited (§ 4-93); disturbance of peace and quiet prohibited (§ 4-94); public nuisance prohibited (§ 4-95); trapping restricted (§ 4-120); Fort Collins is a wild bird sanctuary/refuge and all wild birds are protected (§ 4-156); killing or capturing wild birds is unlawful (§ 4-157).

**Ashes:** Scattering cremated remains of any human or animal.

**Bathing:** Bathing or washing persons or objects.

**Fires:** Violating any provision of Chapter 9 of the City Code. Lighting a campfire, bonfire or other fire except for fires in grills provided by the City or fires in portable grills or stoves on tables provided by the City, or as authorized by a permit. Burning of refuse or rubbish is prohibited. No fire shall be left unattended.

**Fishing Without a Valid License.**

**Glass Bottles/Containers:** Bringing in or possessing.

**Golf Balls:** driving, hitting, or throwing golf balls

**Miscellaneous Offenses:** violating any provision of Chapter 17 of the City Code, including but not limited to: **trespass** (Code § 17-40); **littering** (§ 17-41); **discharge of weapons** (§ 17-101); **depositing bodily waste** (§ 17-103); **disturbing the peace** (§ 17-121) **disorderly conduct** (§ 124); **harassment** (§ 126); and **nudity** (§ 17-142);

**Special Events:** Violating any provision of Chapter 23.5 of the City Code regarding special events, including but not limited to holding a special event without a permit (Code § 23.5-3)

**Trash:** Discarding or releasing any waste or hazardous substance except for trash generated from activities in the park, which must be disposed of in marked trash receptacles. Tampering with trash containers is prohibited (Code § 12-20)

**Vandalism/Tampering:** Removing, destroying, mutilating, modifying or defacing any City property.

**Vehicles:** Operating or parking a motor vehicle other than on established roadways or in designated parking areas, or violating any provision of the Fort Collins Traffic Code

**Wildlife:** Harassing or permitting the harassment of wildlife.

**B. The following activities are prohibited in or on City parks and trails by Section 23-203(b) of the City Code unless a sign has been posted permitting such use:**

**Horses:** Riding or having a horse more than ten (10) feet from a designated trail or roadway, or on any irrigated turf grass.

**Ice:** Walking, skating, or otherwise entering on the ice on any waters.

**Motorized Models:** Operating a motorized model boat, car, truck, aircraft or other motorized model vehicle in, onto or over a park or trail.

**Skating and Skateboarding:** Skateboarding or in-line skating, except on a sidewalk, roadway, parking area or designated trail.

**Swimming:** Swimming or wading in the water.

**C. The following activities are prohibited in or on City parks and trails by Section 23-203(d) of the City Code unless authorized by a permit issued by the Parks Department:**

**Boats:** Operating a motorized boat.

**Camping.**

**Collecting or Removing Materials:** Collecting seeds, cuttings or plants or removing archaeological, geological or paleontological materials.

**Commercial Activities:** Performing a service for commercial gain or selling or offering to sell any item for commercial gain.

**Constructing a structure.**

**Depositing Rocks, Wood or Dirt.**

**Feeding Wildlife:** Feeding songbirds, squirrels, ducks, geese or any other wildlife species.

**Group Events:** Conducting or sponsoring an event expected to include 100 or more people or requiring a Special Events Permit.

**Hours of Usage:** Entering a park during the hours of 11:00 p.m. to 5:00 a.m. (specific hours for use of various park facilities such as ballfields, tennis courts, etc. will be effective upon conspicuous posting.)

**Model Rocket:** Launch a model rocket in, onto or over a recreation area.

**Planting:** Planting trees, shrubs, grasses, flowers or other plants.

**Posting Notices:** Posting a notice or sign, including fastening, displaying or depositing cards, posters or other written materials or erecting a display.

**D. In addition, no person shall engage in any activity when a sign has been posted by the Parks Department stating that such activity is not allowed in that area. (Code § 23-203(c))**