



# TOWN OF CULPEPER

400 S. Main St., Suite 105 • Culpeper, VA 22701

(540) 829-8240 • FAX (540) 829-8249

Email: ClerksOffice@culpeperva.gov

## HYDRAULIC STAGE RENTAL APPLICATION

The Hydraulic Stage Rental must be used for civic non-profit purposes.

Please provide tax identification information with the application.

***Please note that applications for organizations that provide products or services for profit will be rejected.***

1. Name and tax identification number of civic non-profit organization sponsoring the hydraulic stage rental: \_\_\_\_\_ Tax ID: \_\_\_\_\_
2. Event for which the hydraulic stage will be used for: \_\_\_\_\_
3. Date of the event: \_\_\_\_\_
4. Date and time requested for the hydraulic stage set up: \_\_\_\_\_
5. Date and time requested for the hydraulic stage take down: \_\_\_\_\_
6. Event location address: \_\_\_\_\_

***A representative of the renter(s) is required to meet at the event location at the time jointly agreed to with the Town of Culpeper to complete the site inspection. During the site inspection/visit, the exact location and orientation of the hydraulic stage shall be jointly determined and marked.***

7. Event contact person phone number: \_\_\_\_\_

8. Owner of event location and contact information:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

### ***For Town of Culpeper Use Only:***

- Certificate of Insurance Provided:  YES  NO

- Recommended Approval Based on Completeness, Staff and Stage Availability: \_\_\_\_\_  
Clerk's Office Date

Determination of Base Rental Rate \$ \_\_\_\_\_

Determination of Additional Maintenance \$ \_\_\_\_\_

Personnel Fees

Determination of Additional Transportation Fee \$ \_\_\_\_\_

Payment of Site Inspection Fee \$ \_\_\_\_\_

• Town Tentative Approval: \_\_\_\_\_  
Town Manager Date

• Approval of Site: \_\_\_\_\_  
Public Works Date

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**For Town of Culpeper Use Only:**

Payment of Remaining Fees:

Base Rental Fee (less Site Inspection Fee)	\$ _____
Additional Site Inspection Fee (if applicable)	\$ _____
Additional Maintenance personnel Fee (if applicable)	\$ _____
Additional Transportation Fee (if applicable)	\$ _____
Total Remaining Fees PAID	\$ _____

Town Approval: \_\_\_\_\_  
Town Manager Date

Notes of Damages and/or Additional Charges Recommended:

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• Stage Returned: \_\_\_\_\_  
Public Works Date

Additional Charges Assessed	\$ _____
Additional Charges Paid	\$ _____

• Rental Agreement Released: \_\_\_\_\_  
Clerk's Office Date

**APPLICATION SIGNATURE PAGE AND ACCEPTANCE OF TERMS**

This document incorporates pages 3-6 of the Hydraulic Stage Policy and Application.

The renter agrees to pay for any and all damages, theft or loss to the hydraulic stage and it’s accessories between the time the Town of Culpeper completes set up and begins take down. The property owner authorizes the Town to access their property to install and remove the hydraulic stage. The Town of Culpeper shall not be liable for an injuries, deaths or property damages arising out of the use by the renter and renter and property owner agrees to hold the Town of Culpeper harmless.

Print Name (Renter): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Name and Address: \_\_\_\_\_

Print Name (Property Owner): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**POLICY INTENDED USE**

- The event rental for the Town’s hydraulic stage program must be for civic non-profit purposes. The use of the hydraulic stage for for-profit purposes is strictly prohibited. The use of the stage is to enhance the arts and cultural programming that benefits local residents or enhance tourism in Culpeper County and is not available for rent for other purposes. The use of the hydraulic stage at non-Town sponsored events is not an endorsement by the Town of Culpeper for the event or the views or content provided before, during or after the rental period.

**APPLICATION PROCESS**

- All event rental applications must be submitted through the Town Clerk’s Office: 400 S. Main Street, Suite 105, Culpeper, VA 22701.
- Applications must be received at least fourteen (14) days in advance of the event to allow time for application review and scheduling.
- Applications will be received by the Town for non-town sponsored events starting November 1<sup>st</sup> of the year proceeding the calendar year in which rentals will be scheduled.
- Applicants will be required to provide tax ID information.
- Applications from organizations that provide products or services for profit will be rejected.
- All rentals are subject to Town Manager approval as well as Town staff and stage availability.

- The hydraulic stage will be transported, operated, set up and removed only by qualified Town of Culpeper employees.
- The Site Inspection Fee is payable upon tentative approval of the application and prior to the site inspection to defray the cost of the site inspection.
  - A site inspection is required for all applicants, and depending on the site conditions the application may be denied with the site inspection fee being retained to cover the cost of application review and site inspection.
  - Inclement weather leading up to the event may also cause a denial of use of the hydraulic stage. Inclement weather during the rental period may require the removal or disassembly of the hydraulic stage.
  - All applicants will be required to provide a certificate of insurance.
  - The certificate of insurance and payment of all remaining fees is required the earlier of:
    1. Seven (7) calendar days after the site inspection *or*
    2. Fourteen (14) calendar days prior to the scheduled hydraulic stage set-up date.
- Town of Culpeper, or co-sponsored programs and events may be granted use of the stage with the fee waived.
- The Town may require the Town Logos and other distinguishing markings to be covered during any rental period so as not to imply an endorsement of the event by the Town.
- The hydraulic stage will be set up for a minimum of one (1) day and up to a maximum of three (3) days for each organization's program or event and for no more than fifteen (15) programs or events per calendar year.

**FEES**

**A. NO FEE**

- Town of Culpeper or co-sponsored programs and events.

**B. REGULAR BASE RENTAL FEE**

- Base Rental Fee - \$750 per rental. Fee includes a \$50 Site Inspection Fee and one (1) hour of Maintenance Personnel Fee.

**C. REDUCED IN-TOWN BASE RENTAL FEE**

- Non-profit organizations, schools or churches hosting an event within the Town of Culpeper that is deemed to be significant in providing for the Intended Use definition - \$250 per rental.
  - Fee includes a \$25 Site Inspection Fee and one (1) hour of Maintenance Personnel Fee.

**D. REDUCED OUT-OF-TOWN BASE RENTAL FEE**

- Non-profit organizations, schools or churches hosting an event that is located outside of the Town but within Culpeper County that is deemed to be significant in providing for the Intended Use definition - \$500 per rental.

- Fee includes a \$25 Site Inspection Fee and one (1) hour of Maintenance Personnel Fee.

**E. ADDITIONAL SITE INSPECTION FEE**

- If additional site inspections are required to determine a suitable location for the stage, an additional site inspection Fee may be assessed to cover the additional costs.

**F. ADDITIONAL MAINTENANCE PERSONNEL FEE (Delivery/Set-up/Pick-up)**

- \$50 per hour (in addition to one (1) hour included in base fee)

**G. ADDITIONAL TRANSPORTATION FEE FOR OUTSIDE TOWN LIMITS**

- If taken outside Town of Culpeper Limits – additional \$2.50 per mile

**HYDRAULIC STAGE INSTALLATION AND USE**

**A. REQUIRED SITE CONDITIONS**

- a. Site shall be flat with a minimal space of 40 feet wide by 30 feet deep with accessibility for installation of the trailer mounted stage. Event stage locations can have no overhead restrictions within 30 feet of surface to include electrical lines, phone lines or other aerials.
- b. Required ground conditions shall be well drained sod, gravel or paved with a bearing strength capable of withstanding the wheel and support load of the stage trailer and dump truck. Damage to and any required repairs to the ground or any paved surface as a result of installing the Hydraulic Stage are the responsibility of the renter and not the Town.
- c. Town staff reserves the right to reject an event location based on site conditions or potential hazards that may impact public safety.

**B. USE OF HYDRAULIC STAGE**

- a. The Hydraulic Stage shall be placed and removed only by the Town of Culpeper. ***No alterations or adjustments to the hydraulic stage shall be made by anyone other than Town staff.***
- b. Banners and other attachments shall be attached in accordance with the Hydraulic Stage manufacturer's recommendations. Only fasteners that do not leave any permanent marks or damage to the hydraulic stage shall be used to attach banners, signs, or equipment. All fasteners and equipment installed by renter shall be removed prior to pick up by the Town. ***Violators will be billed an additional fee to cover repair cost to the hydraulic stage.***
- c. Town staff will assist with banner and other attachments during stage set-up if available at that time.

## INSURANCE

- Each renter shall provide the Town of Culpeper with a certificate of insurance showing evidence of general liability insurance with limits at least equal to the Virginia Municipal Tort Liability Statute and naming the Town of Culpeper, its agents, officials, employees and volunteers as additional insured's.
  - Bodily Injury/Property Damage: \$300,000 per person, \$1,000,000 per occurrence
- Each renter shall provide insurance covering the replacement costs of the Hydraulic Stage. The renter will provide the Town of Culpeper with a certificate of insurance, naming the Town of Culpeper as loss payee with respect to its interests.

## REFUND POLICY

- If a reservation is canceled 30 or more calendar days before the event, the total fee (minus the site inspection fee) will be refunded. If the Town is required to remove or disassemble the hydraulic stage during the rental period due to inclement weather that threatens the safety of the stage, all fees shall be retained by the Town to cover the cost of the rental unless the Town, at its sole discretion, determines that a lesser fee is appropriate.

## TOWN CONTACT

- The Town contact prior to tentative approval shall be the Town Clerk's Office at (540) 829-8240. Additional contact information shall be provided by Town staff at various stages in the rental process. **In case of an emergency call 911.**

*The Town of Culpeper reserves the right to refuse rental of the hydraulic stage for any event based on the sole determination of the Town that the rental of the hydraulic stage is not in the best interest of the Town. The Town Manager reserves the right to modify or waive any requirements within this policy.*

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**HYDRAULIC STAGE RENTAL DEPARTMENT SPONSOR SUPPORT FORM**

In order for an event to be eligible for Town of Culpeper Sponsorship, the event must prove the intended use further the mission and or goals of the Town's Police Department or the Town's Tourism and Economic Development Department.

**The Town of Culpeper's Police Department Mission:**

Our mission is the reduction of the incidence of crime and the improvement of the quality of life in Culpeper by making it a place where all people can live safely and without fear. The Culpeper Police Department is committed to:

- The impartial enforcement of criminal laws and the intelligent use of discretion in solving problems associated with crime and disorder;
- Providing police service of the highest professional quality grounded in our core values of courage, compassion, duty, and integrity;
- Showing respect for the constitutional rights and personal dignity of all people with whom we come in contact;
- Using problem solving tactics and a community-oriented policing strategy that emphasizes collaboration with other agencies, and builds partnerships with civic and service groups and with business and neighborhood associations;
- Continuous organizational improvement and receptiveness to the need for constant change in response to the many needs of a dynamic and diverse community;
- Constantly encouraging each member of our staff to assume leadership roles within our organization, to be provide high quality service, to encourage and support others, to build trust, to become agents of change, and to share a vision of an ever improving future.

**The Town of Culpeper's Tourism Department Mission:**

To market Culpeper as a tourism destination, in partnership with Culpeper’s industries to develop and implement innovative and effective programs and initiatives that will grow the number of visitors and increase economic impact and jobs, resulting in a greater tax base for the town and county.

**The Town of Culpeper's Economic Development Department Mission:**

To enhance the quality of life and raise the standard of living while maintaining our rural integrity for all Culpeper residents, in collaboration with the county and private sector, through aggressive business recruitment, expansion assistances, and trade development, thereby expanding the tax base and creating higher-income employment opportunities.

Department Sponsor: \_\_\_\_\_

Director Support Statement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Director Signature: \_\_\_\_\_