



Windsor Parks, Recreation & Culture Department
Community Events
301 Walnut Street, Windsor CO 80550
Phone: (970) 674-2441 Fax: (970) 674-2456

Show Stage Guidelines

The representative of the requesting organization, on behalf of himself/herself and all individuals using the Show Stage, agree to hold the Town of Windsor, its agents, officers and employees harmless from any claims of whatever kind or nature resulting from the use of the Show Stage.

These scheduling guidelines are intended to assist the user when making reservations, and to guide Parks, Recreation & Culture staff in resolving conflicts that arise with scheduling facilities. The Show Stage can **ONLY** be utilized for Town of Windsor events and Town Partnered events within the town limits, on Town property.

Specifications

Total Weight: 19,920lbs; Trailer Weight – 17,280lbs, Tongue Weight – 2,640, Overall Road Width: 8'6", Overall Road Length w/hitch: 40', Overall Height: 13'3", Stage Platform: 14' deep; 36' wide, Canopy: 7'3" to the rear of stage; 12'7" to the front of stage, End Walls: hinged in 30 degree increments to fully extend, Sound Shell Lighting: 8 slim line fluorescent tubes (not visible to audience), electrical system: 125amp/220/110V load center; 3-20 Amp breakers plus the following: main breaker and 10 additional breakers; 8 quadplex receptacles in canopy over 8 circuits 2 duplex mounted in canopy rear over 2 circuits, 50' 6/4W 220V50 Amp power entry cord, and 4' piggy back cord for 110V household current use, Portable Power: 7,000 watt generator 120V/56.7 Amp gas powered air cooled mounted in exterior compartment of unit, Stage Skirt: Fully enclosed undercarriage, Stage Access: 2 sets of stairs with hand rails.

Show Stage Reservation Requests

In order to assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing on the proper forms to be approved by the **Event Coordinator**. Town of Windsor shall have priority in the scheduling and usage of the Show Stage.

To begin the process of reserving the Show Stage for any activity/event, representative of the requesting organization must complete a **Show Stage Rental Request Form** and return it to the Event Coordinator for approval. **The Request must be accompanied by the signed acknowledgement of Receipt of Guidelines and Insurance Policy.** The requesting organization shall comply with all the requirements of the Americans with Disabilities Act. Requests must be made at least fourteen days in advance of any scheduled event.

Insurance

Event or agency must show proof of property and casualty insurance with a minimum of \$1,000,000.00 property and casualty coverage naming the Town of Windsor as additionally insured.

Location/Transportation

Town Staff will approve all Show Stage locations to avoid potential damage to turf, other facilities, and the Show Stage itself. Town Staff will approve how/when/where/who and if Show Stage can be transported safely and without damage.

Equipment

All equipment belonging to the renter must be removed from the Show Stage by the renter immediately following the end of the event.

Special Notes

- The Show Stage comes equipped with a 50ft power cord, and one power pedestal
- Once Town Staff has set up the Show Stage, it may not be moved.
- Attaching banners or any other advertisements must be made by tape that will not leave a residue or damage surface of Show Stage when removed.
- No nails, screws, thumbtacks, push pins, etc. can be used on any surface of the Show Stage.



SHOW STAGE REQUEST

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In consideration of the granting of this permit, the event organizer, on behalf of himself/herself and all individuals using the Show Stage under the terms of this permit, agree to hold the Town of Windsor, its agents, officers and employees harmless from any claims of whatever kind or nature resulting from the use of the Show Stage. The event organizer agrees that it will not discriminate on the basis of disability and will comply with all requirements of the Americans with Disabilities Act in its use of the said facility.

Event Name/Organization: _____		Activity: _____
Contact: _____		
Evening Phone: _____	Day Phone: _____	Cell Phone: _____
Mailing Address: _____		
_____ (City)	_____ (State)	_____ (Zip Code)

Date(s) Requested _____

Location Requested _____

Request
Only

I have read and understand the contents of the Show Stage guidelines and policies.

I understand Windsor Parks, Recreation & Culture Department reserves the right to amend or revise said document.

I _____, representative for the group submitting these requests have received and agree to follow the Town of Windsor Show Stage Guidelines.

Signature: _____ Date: _____

This receipt/request must be signed and filed with the Windsor Event Coordinator.

<input type="radio"/> Proof of Insurance (1 million liability naming Town of Windsor as additionally insured) <input type="radio"/> Acknowledgment of Receipt of Show Stage Guidelines (signed)
Received by: _____
Date: _____ Time: _____

Approved _____
Denied _____
Pending _____
_____ Authorized Signature