



Fee _____ Ck # _____
Dep. _____ Ck # _____

MEGA-SHELL and Sound Equipment Rental Agreement

Springfield Department of Parks, Buildings, and Recreation Management
413-787-6435

PLEASE BE ADVISED THAT REQUESTS MUST BE RECEIVED 30 DAYS PRIOR TO EVENT TO RECEIVE SCC APPROVAL AND DETERMINE AVAILABILITY OF MEGA-SHELL AND PARKS DEPARTMENT PERSONNEL.

Name of Organization _____ Authorized Contact _____
Address _____ Email _____
City _____ State _____ Zip _____ Phone _____ Alternative Phone _____
Event Name _____ Cultural Component of Event _____
Park _____ Day of week _____ Date of Event _____ Rain Date _____
Set-up Time _____ AM/PM Take down Time _____ AM/PM Location of MEGA-SHELL _____

(According to Massachusetts General Laws, Chapter 10, section 35A and 3B; CMR 2.00 et seq., the MEGA-SHELL may only be used for the study, pursuit, performance, exhibition and enjoyment of cultural activities in the broadest sense by both individuals and organizations. Performances shall include, but not be limited to: music, mime, dance, theater, oratory.)

REQUIREMENTS FOR USE OF MEGA-SHELL

** Level ground, no curbs or impediments. Parks Department personnel will determine suitability of site and permissible placement of MEGA-SHELL.

** For multi-day events, MEGA-SHELL will **NOT** be left overnight.

DAILY RENTAL FEE: **\$300.00** Sound equipment is included in the fee. Out of city transport requires additional fees.
 \$175.00 Additional sound system

MANDATORY DAMAGE DEPOSIT: \$100.00 Please include a separate check with this application, along with a completed W-9 form.
If there is no damage, a refund will be issued.

Payments must be made by check and payable to: **City of Springfield**

***** Payments made less than 30 days prior to the event must be in the form of certified check or money order. *****

Mail checks to: Springfield Park Department/ Recreation Division
200 Trafton Road – Forest Park
Springfield, Ma. 01108

LABOR FEES: Delivery and set-up charges are charged for one Motor Equipment Operator and either one laborer or one skilled laborer and all assignments for this duty area according to union bargaining agreements. Renter will be charged no more than it will cost the Parks Department, based on pay scales in effect at the time of the event. We require two men to accompany the MEGA-SHELL at all times while on the road, during set-up, operation, and during the closing of the MEGA-SHELL. While our sound equipment is in use, one parks employee must remain with the equipment. The Parks Department will supply a generator upon request.

Payments for labor charges must be paid by check and payable to: **City of Springfield** Funds will be committed to Parks Department
1-621-0600E Overtime Account.

Mail check to: Springfield Park Department/ Recreation Division
200 Trafton Road – Forest Park
Springfield, Ma. 01108