

# PARKS AND RECREATION

## POLICY AND PROCEDURE

**Policy Number: BPRR-12**

**Effective Date: 10.1.2014**

**Subject:**

Bandwagon Policies and Procedures



**Approved By:**

*Eric Gruenzfeldt*

**Date of Last Review:**

December 2023



**General Information:**

- The stage measures 24 feet wide by 16 feet deep.
- The 7,000-watt generator produces 110 amps of electrical service.
  - 50 amps are available without using lights.
  - 47 amps are available if using fluorescent lights.
  - 38 amps are available if using canned lights.
  - Any additional electrical needs are the responsibility of the renter and may not be tied into the bandwagon electrical system.

**Rental Guidelines:**

- The Bandwagon is available for use from April 1 to October 15.
- Rentals must include one hour for setup and one hour for takedown.
- Any rental that extends past the time stated on their contract will be charged the hourly rate for every hour they extend past their time.
- The City of Brentwood will transport the Bandwagon to the rental location.
- Staff will always remain on-site during the rental for assistance.
- The Renter is responsible for security of the bandwagon for all periods when a rental extends overnight, or the Bandwagon cannot be moved for any reason.
- Staff are not available for overnight security.
- Renter shall ensure that the City has reasonable routes of ingress and egress for the delivery of the Bandwagon.
- The renter shall be responsible for obtaining all necessary authorization and consent for the placement of the Bandwagon.

**Deposit:**

- Deposit shall be retained if excessive cleanup is needed or for any damage.
- Renters shall be given an opportunity to conduct a visual inspection of the Bandwagon once it has been set up, to identify existing damage to the Bandwagon prior to the rental.
- Any damage found during the visual inspection will be noted in writing and acknowledged by staff.
- Deposit shall be refunded two to three weeks after the event.
- The renter will be responsible for any damage caused to the bandwagon.

**Cancellations:**

- Reservations may be canceled up to fourteen days in advance in writing.
- A full refund will be given for any reservation canceled at least fourteen days in advance.
- Cancellations received less than fourteen days will not be eligible for a refund.
- Weekday rentals – The bandwagon shall be canceled by 2:30 p.m. to receive a full refund.
- Weekend rentals – The bandwagon shall be canceled by 2:30 p.m. on Friday to receive a full refund.

**Inclement Weather:**

- In the case of inclement weather, every effort shall be made to reschedule the activity. If this is not possible, a full refund of both the deposit and rental fee shall be made.
- In those cases where the event has already begun, the event will not be rescheduled due to inclement weather and no refund shall be given.
- The Bandwagon may not be canceled, nor a refund given due to the threat of inclement weather.