



RECREATION & CULTURE

Town of Newmarket

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Newmarket, ON L3Y 4X7

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Work Order # _____

Internal _____

Recreation Staff _____

MOBILE STAGE TRAILER REQUEST FORM

Please be advised that whenever possible applications should be submitted 3 months prior to your event.

- Your request cannot be processed unless all pages of this form are completed in full.
- All requests are subject to trailer and staff availability.
- Please do not assume that your request has been granted until you have received confirmation from the Newmarket Recreation and Culture Department in the form of a contract.

A. Event Information

Event Name: _____

Event Date(s): _____

Event Location: _____

Name of Contact (must be at least 18 years old): _____

Name of Organization (if applicable): _____

Registered Charity or Non-profit #: _____

Mailing Address: _____

Number

Street Name

City

Province

Postal Code

Contact Numbers: Business: _____ Ext. _____

Cell: _____

Email: _____

Have you rented the stage trailer previously for this event? Yes No

B. Event Load-in/Tear Down Times

1. What time does the stage need to arrive at your event (please note the stage trailer is large and will need to be moved in prior to other close surrounding structures to ensure there is space for it to be positioned correctly)? _____
2. What time does the stage need to be set up by (please note it takes approximately one hour to set up the stage from the time it is positioned)? _____
3. What time will the stage be in use at your event (including setup and tear down of AV equipment and performances)? _____ to _____
4. What time can the Town of Newmarket start to tear down the stage (after all bands and AV production equipment has been cleared from the stage): _____

C. Stage Options

1. Will you require the Town of Newmarket to provide a sound system (contains one microphone and stand and two speakers)?
Yes No
2. Will you require the use of the accessible lift (access from the back of the stage)?
Yes No
3. Would you like the Town of Newmarket to add black skirting around the front of the stage?
Yes No
4. The stage trailer is powered by a Town of Newmarket provided generator that will run up to approximately 8 hours depending on how much power is drawn on the stage. If you are planning on using the stage trailer longer than 8 hours you will need to source your own generator and ensure that it has an appropriate 3 prong twist outlet or adapter. Please see photos of stage trailer 3 prong twist plug:



Which power source would you prefer to use for your event:

- Town of Newmarket generator (up to 8 hours)?
- Your own generator with the appropriate plug/adaptor?

D. Staffing Resources

The Town of Newmarket provides a staff member for the duration of the rental to assist with the operation of the stage (e.g. monitoring weather, lowering/raising the hydraulic roof if needed, turning on stage lighting, operating the accessible lift etc.). Will our staff have access to the following at your event:

1. Shelter from sun and/or inclement weather close to the stage?
 - Yes – please describe:
 - No
2. Washroom facilities?
 - Yes – please describe:
 - No
3. Food available for purchase at your event?
 - Yes – please describe:
 - No
4. Parking?
 - Yes – please describe:
 - No

E. Site Plan

Please provide a detailed site plan of where the stage will be located at your event.

Note: The stage trailer is only permitted to park on hard / solid surfaces such as asphalt, pavement, etc.

A Town of Newmarket staff will review the location to make sure the stage will fit and that it is a flat, level surface. Depending on the proposed location, a site visit may be required prior to the rental.

Applicant Signature

Date