

RESOLUTION 1985

**A RESOLUTION APPROVING VARIOUS CORALVILLE COMMUNITY
SHOWCASE STAGE RENTAL AND IOWA BRASS FOR THE HOOVER'S
HOMETOWN DAYS CELEBRATION IN THE AMOUNT OF \$4625.00**

WHEREAS, the City's premier event of the year is Hoover's Hometown Days; and

WHEREAS, the fiscal year 2022 budget for Hoover's Hometown Days includes funding for entertainment and services for the event; and

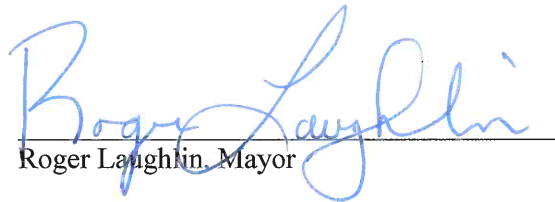
WHEREAS, three organizations have submitted proposed service agreements in the amount of \$ 1125 for Coralville Community Showcase Rental and \$3500 for Iowa Brass for a musical performance before and during the fireworks; and

WHEREAS, it is now necessary to approve said agreements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned agreements are hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

* * * * *

Passed and approved this 1st day of March, 2021.



Roger Laughlin, Mayor

ATTEST:



Leslie Brick, Deputy City Clerk



Iowa Brass Performance Contract

Event Information

Hereinafter, this contract will be referred to as the "Agreement", the host/organizer as the "Operator" and Iowa Brass as the "Band".

Operator & event name: City of West Branch - Hoover's Hometown Days

Performance date: August 7, 2021 Performance time: 8:30 & 9:30 PM

Duration (in minutes): 90 minutes Intermission Yes/No: Yes Length of intermission: Until time for fireworks

Performance physical address: 210 Parkside Dr.; West Branch, IA

Performance indoors or outdoors: Outdoors

If outdoors, is there an alternate location indoors in case of bad weather. Yes/No: No

Alternate performance location physical address: _____

Contact name #1: Nick Shiminn Phone number: 319-430-1324

E-mail address: nshimmin@wbpl.org

Contact name #2: Melissa Russell Phone number: 319-930-0393

E-mail address: melissa@westbranchiowa.org

Is there a physical mailing address you'd like us to use?

Fees and Technical Requirements

- Payment by Operator in full is due to the Band upon arrival, prior to start of the performance
- If the venue is 60+ miles away from Solon, Iowa, bus fee will depend on mileage)

Performance Fee: \$ 3500.00

Bus fee: \$ 3500.00

Total: \$ 3500.00

Technical/staging:

- | | |
|--|-----------------------------|
| - 40 chairs | Available (Y/N): <u>N</u> |
| - 45 music stands | Available (Y/N): <u>N/A</u> |
| - Access to electrical power (20 amp, 110 Volt AC) | Available (Y/N): <u>Y</u> |
| - 40' x 35' performance area (free of gravel and mud if outside) | Available (Y/N): <u>Y</u> |
| - Designated area(s) for cases, storage, band warmup | Available (Y/N): <u>N</u> |
| - Large percussion (timpani, bass drum, xylophone, etc.) | Available (Y/N): <u>N/A</u> |
| - Podium and lectern (Musical Director & announcer) | Available (Y/N): <u>N/A</u> |
| - Sound and lighting | Available (Y/N): <u>Y</u> |
| - Bus, truck/trailer parking | Available (Y/N): <u>Y</u> |

If any of the above requirements are not applicable (lighting for daytime, outside concert), make "N/A".
If any of the above requirements can't be met, please explain briefing below: _____

Cancellation Notification

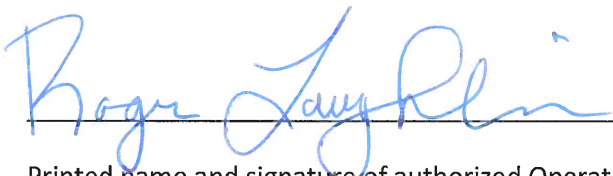
In the event of a cancellation on the part of the Operator for any reason (to include weather), the Operator will pay a cancellation fee of \$250 for the Band (not including potential bus cancellation fees). It is agreed that the Band will be notified by telephone at least four (4) hours in advance. This is to ensure we have ample time to contact our members who may not be traveling with the band but instead driving directly to the event themselves. Cancellation is hereby defined and agreed to be defined as including any postponement of the event to a date/time by the Operator which cannot be supported by the Band for any reason, including other scheduled performances and player availability.

In addition, if a bus has been chartered, the Band reserves the right to pass on to the Operator any and all fees charged to the Band by the bus company due to cancellation by the Operator. For reference, charter bus cancellation fees are often, but not always, based on where the bus is located at the time the bus company is notified, such as:

- prior to leaving the company's premises to retrieve occupants
- after leaving the bus company's premises and not having picked up the passengers
- after picking up the passengers and on the way to the destination (usually prorated by distance)

The Band will secure clear documentation of the cancellation fee and provide said documentation to the Operator for payment.

For the Operator:



Printed name and signature of authorized Operator representative

3-1-21

Date

For the Band:

M.G. Coleman 

Printed name and signature of authorized Band representative

3-1-2021

Date

COMMUNITY SHOWCASE RENTAL
Coralville Parks and Recreation Department
1506 8th Street, Coralville, Iowa 52241
Phone (319) 248-1750; Fax (319) 248-1899
sprochaska@coralville.org



Date February 8, 2021

Individual or Organization City of West Branch Group Representative Melissa Russell

Address 110 N. Poplar, PO Box 218 West Branch, IA 52358

643-4212 Day / 930-0393 Cell / Saturday, August 7, 2021
Day Phone / Evening Phone / Date Requested

For the purpose of Music Concert Event start and end time (# of people performing) Set up by 11:00 a.m. Friday,

Contact person at the site Melissa Russell

Showcase delivered on Friday August 6 by 11:00am. Showcase removed Sunday, August 8 by 11:00 a.m. or before. Location in the National Park facing the museum. The exact positioning is something the NPS will need to determine. If the removal is delayed due to a dead battery caused by the lights being left on the stage, additional fees will be charged. ***Plywood sheets required to protect the grass (extra fee).***

Yes _____ Power available (110 volt outlets, distance)

Large _____ Staging needed (size and layout) _____ Do you need the handicapped lift?

No _____ Public address system (complete with microphone and stands)

Special Needs: Showcase will be set up in the Library parking lot/adjoining property. ***Plywood sheets required to protect the grass (extra fee).***

Should the showcase need to be pulled or towed out of an area due to the placement on a non-hard surface and become stuck, the costs will be assessed to the person/s renting the showcase.

I accept responsibility for care of the showcase and its accessories and agree to pay for any damages or loss. I agree to assume responsibility for the rental organization and performance group's adherence to regulations and policy set forth.

[Signature] 319-643-5888
Signature Address Phone

Base Fee \$525 + \$400 Sunday Removal Deposit Due N/A
(1/3 of Base Fee due with contract)

Hourly Fee \$75 (3 hours of set up/tear down included in base fee) Additional hour estimate: \$200 - plywood

Mileage N/A Balance Due – will be billed after the event

Total Estimate \$1,125 Date Paid _____

Hoover Hometown Days

For Parks Department use on delivery.

Delivery Signature: _____ Showcase Staff Initials _____
Group Representative

I have approved the location of the Showcase and have received training on opening and closing the stage.