



Castle Point Radio  
 Box S-1461  
 Stevens Institute of Technology  
 Hoboken, NJ 07030  
 201.216.3484  
 mobileunit@wcpr.org

### WCPR Mobile Unit Contract

**Organization Name:** \_\_\_\_\_  
**Organization Contact Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_  
**Event Name:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_ **Event Start & End Times:** \_\_\_\_\_  
**Event Location:** \_\_\_\_\_  
**Special Requests (specific music, lighting, special equipment, etc):** \_\_\_\_\_

#### CHARGES

Description	Rate	Totals
<b>Set-up Fees:</b>		
1. Basic Sound Package	\$50	
2. Basic Lighting Rental Package	\$35	
3. Advanced Sound Package	\$80	
<b>Add-on Fees:</b>		
1. Basic Lighting Add-on Package	\$10	
2. Karaoke Add-on Package	\$20	
3. Advanced Lighting Add-on Package	\$30	
<b>Other Fees:</b>		
Hourly fee for staff services	\$30/hour x _____ hours	
Hourly fee for equipment rental ONLY	\$15/hour x _____ hours	
Overtime fee (time in excess to agreed-on time span)	\$35/hour x _____ hours	
Equipment Fee	\$10 x _____ pieces	
Late booking fee (booked 5 to 10 days prior to event)	\$30	
Late booking fee (booked 1 to 4 days prior to event)	\$50	
Cancellation fee (cancelled less than 48 hours prior to event)	\$80	
<b>Grand Total</b>		

**Set-up Packages (Required - Please choose one by indicating above)**

1. Basic Sound Package: the following will be provided by WCPR at the event:  
 Crown power amp, mixing board, 2 speakers + stands, 2 standard wired microphones
2. Basic Lighting Rental Package: the following will be provided by WCPR at the event:  
 4 Can lights+ plus assorted gels, 1 Mini-Mace 1 strobe (upon request), 1 scanner (upon request)
3. Advanced Sound Package: the following will be provided by WCPR at the event:  
 Basic Sound Package plus 16 channel mixer, amp rack, monitors, DI boxes, drum kit microphones, subwoofers (upon request)

**Add-on Packages (Optional items)**

1. Basic Lighting Add-on Package: the following will be provided by WCPR at the event:  
 4 Can lights plus assorted gels, 1 Mini-Mace 1 strobe (upon request), 1 scanner (upon request)
2. Karaoke Package Add-on Package: the following will be provided by WCPR at the event:  
 Karaoke unit, karaoke CD album, karaoke request forms, karaoke monitor system, 4 can lights with gels (upon request)
3. Advanced Lighting Add-on Package: the following will be provided by WCPR at the event:  
 Advanced Lighting Package: Basic Lighting package plus lighting control rack (by WCPR discretion only), 1 strobe, 2 Vertigo units, Aggressor unit, Scorpion unit, 1 scanner

Renter _____	Date: _____
Initials: _____	_____



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**Also Available:**

The following are also available equipment at the cost of equipment fee above (check off requested items):

- |  |   |
|--|---|
| <input type="checkbox"/> Dual-deck CD players                            | <input type="checkbox"/> Scorpion Laser                                 |
| <input type="checkbox"/> Wired Microphones (if more than 2 are required) | <input type="checkbox"/> Scanners (2)                                   |
| <input type="checkbox"/> Wireless Microphones                            | <input type="checkbox"/> American DJ Bank (beat matched LED light bank) |
| <input type="checkbox"/> 4 Can lights                                    | <input type="checkbox"/> LED Equalizer Tubes (5 or 10)                  |
| <input type="checkbox"/> Laser Wizard                                    | <input type="checkbox"/> American DJ Strobes (2)                        |
| <input type="checkbox"/> American DJ Aggressor lighting unit             | <input type="checkbox"/> Startec Mini Mace (2)                          |
| <input type="checkbox"/> American DJ Vertigo lighting unit               |   |

1. The organization booking WCPR assumes all responsibility for damage to equipment.
2. WCPR crew present will consist of at least 1 DJ, and 1 technical support member (if possible).
3. In the event that the organization booking WCPR only requests the Basic Lighting Rental Package set-up, the organization will be charged an hourly fee for the rental of equipment only; no staff services will be provided. This fee is exclusively for the use of lights only set-ups.
4. Equipment Fee will be levied in the event that equipment requested is unneeded due to foreseeable causes or circumstances of miscommunication between the organization booking and WCPR and/or the group they booked. The organization booking will not be held responsible for excessive equipment that was not requested. The fee may also be levied for any additional equipment requested above as it adds to the set-up time for the event.
5. The overtime penalty will be levied after an event has transpired. "Overtime" is defined as time in excess of the agreed-on duration of an event (ie. lasting 3 hours instead of 2), and does not count setup/breakdown. In the event that WCPR is told that an event starts at a time that is earlier than the time the event actually starts, WCPR reserves the right to charge overtime for those hours.
6. Payment methods:  
**RSOs:** Payment must be rendered by Interdepartmental Transfer Form.  
**Outside organizations:** Payment must be rendered in cash or check ONLY. If a check is used, it must be made out to "Stevens Institute of Technology" and sent to WCPR's mailbox within 1 week after the event.
7. By endorsing this contract, the renter and WCPR agree to the above terms. This is a legally binding contract.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WCPR Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_