



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	\$35/hour x _____ hours	
Hourly fee for equipment rental ONLY	\$15/hour x _____ hours	
Overtime fee (time in excess to agreed-on time span)	\$45/hour x _____ hours	
Equipment Fee	\$15 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 microphones
2. Basic Lighting Rental Package: the following will be provided by WCPR at the event:  
 4 Can lights plus assorted gels and up to an additional 4 pieces of lighting by request
3. Advanced Sound Package: the following will be provided by WCPR at the event:  
 Basic Sound Package plus 16 channel mixer, amp rack (by WCPR discretion only), monitors, DI boxes, drum kit microphones, up to 7 SM58 Vocal microphones, up to 6 SM57 Instrument 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 and an additional 4 pieces of lighting by 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:

Renter _____	Date: _____
Initials: _____	_____



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Advanced Lighting Package: Basic Lighting package plus lighting control rack (by WCPR discretion only) and up to an additional 4 pieces of lighting equipment by request (8 pieces total)

**Also Available:**

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

**Sound Equipment:**

- \_\_\_\_\_ Wired Microphones (if more than 2 are required)
- \_\_\_\_\_ Wireless Microphones (4)
- \_\_\_\_\_ 21" Subwoofers (2)\*
- \_\_\_\_\_ 18" Subwoofers (2)\*
- \_\_\_\_\_ Mid Bass Boxes (2)\*
- \_\_\_\_\_ Tweeters (2)\*
- \_\_\_\_\_ Additional Speakers (2)\*

**Lighting Equipment:**

- \_\_\_\_\_ Can lights (10)
- \_\_\_\_\_ Spot Light Kit (set of 8)
- \_\_\_\_\_ Bubble Machine (2)
- \_\_\_\_\_ UV Bubbles
- \_\_\_\_\_ Assorted Black Lights
- \_\_\_\_\_ UV Wash Lights (3)
- \_\_\_\_\_ American DJ Vertigo unit (2)
- \_\_\_\_\_ Scorpion Laser
- \_\_\_\_\_ Scorpion Storm Laser
- \_\_\_\_\_ Scorpion Eclipse Laser
- \_\_\_\_\_ Scorpion Cirrus Laser (2)
- \_\_\_\_\_ Venue Scanners (2)
- \_\_\_\_\_ American DJ Bank
- \_\_\_\_\_ LED Equalizer Tubes (5 or 10)
- \_\_\_\_\_ LED Strips (12)
- \_\_\_\_\_ LED Arches (2)
- \_\_\_\_\_ LED Message Projectors (2)
- \_\_\_\_\_ American DJ Strobes (4)
- \_\_\_\_\_ Mini Mace (2)
- \_\_\_\_\_ Disco Ball

\*Note-dependng on set-up, additional equipment may be required in order to use these items, in this case there will be additional fees-WCPR suggests that the booking organization meets with WCPR to discuss the event details in order to determine the exact needs of the event, and to establish which fees need to be levied in this case.

1. The organization booking WCPR assumes all financial 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 or later than the time the event actually starts, WCPR reserves the right to charge overtime for those hours.
6. If WCPR is booked less than or equal to 24 hours before the event starts, then WCPR reserves the right to charge both late booking fees and to decline the booking.
7. Payment methods:  
**RSOs/Stevens organizations:** 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. If the event is off of campus grounds, then a non-refundable security deposit will be required at least a week in advance. This security deposit will be taken off of the final cost.
8. 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: \_\_\_\_\_