

## PORTABLE STAGE RENTAL AGREEMENT

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rental Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_

Are dates available per Street Department: \_\_\_\_ YES \_\_\_\_ NO

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Profit Business/Organization \_\_\_\_ Not-Profit Organization \_\_\_\_ (Check One)

Rental Date Rain or Shine \_\_\_\_ Yes \_\_\_\_ No

Set-up Time: \_\_\_\_\_ Estimated Pick-up Time: \_\_\_\_\_

Exact location of Stage of this rental: \_\_\_\_\_

### Rental Fees:

Within Jennings County

- Not-for-Profit Organizations - \$300 for the first day and \$100 for each additional day.
- All other Organizations - \$1,000 for the first day and \$250 for each additional day.

Outside of Jennings County

- Not-for-Profit Organizations - \$600 for the first day and \$200 for each additional day.
- All other Organizations - \$1,000 for the first day and \$600 for each additional day.

### Deposits:

- All organizations are required to pay a refundable \$500 damage deposit.

**RESERVATIONS ARE NOT CONFIRMED UNTIL DEPOSIT AND RENTAL FEES ARE PAID AND ACCEPTED BY THE CLERK TREASURER. RESERVATIONS ARE ACCEPTED ON FIRST COME, FIRST SERVED BASIS.**

Rental agreement must be signed and submitted **30** business days prior to the event.

Make checks payable to the **City of North Vernon**.

All reservations are subject to approval by the City of North Vernon Board of Public Works & Safety.

## **Agreement**

**Description:** The portable stage is 40' trailer that includes a 36" by 14" main stage section with stairs on each end.

**Requirements:** All Business and/or Organizations wishing to use the stage must meet the following requirements:

1. The location must be suitable for the towing, parking, and leveling of the stage.
2. All Businesses and/or Organizations must provide security for any event that requires the stage to be left overnight.
3. Must show proof/receipt of A & E (Amusement & Entertainment) permit from the Indiana Department of Homeland Security/Indiana State Fire Marshal's Office.  
<https://www.in.gov/dhs/fire-and-building-safety/division-of-fire-and0building-safety-overview/>
4. All Businesses and/or Organizations must provide proof of liability insurance in the amount of \$1,000,000.00 with the City Board of Public Works & Safety and its officers listed as additional insured.
  - a.) The City of North Vernon is not responsible for any damages or injuries that arise from the renter's use of the portable stage.

### **Procedure for Use:**

1. All Businesses and /or Organizations requesting use of the stage is required to complete Portable Stage Rental Agreement, site map and must include location information. This Portable Stage Rental Agreement must be submitted at least 30 days prior to the event.
2. After receiving the Agreement, the City of North Vernon Public Board of Public Works & Safety will approve or deny the request for use.

**NOTE:** Any request for reduction/waiver of fees or other exceptions to the policy require the City Council approval and appropriation of funds to offset the cost associated with the use of the portable stage. Such requests must be submitted for City Council approval at least 20 business days prior to the event.

### **Responsibilities:**

**City Staff:** City Employees will be responsible for the transportation, set-up, and breakdown of the stage. A site visit may be required if the location of the event is unfamiliar, or if employees have concerns about the location requested for set-up.

**Business and/or Organizations:** All Businesses and/or Organizations must identify and on-site contact person and cell phone number on the agreement that will assist the City Employees on the specific set-up location, as well as provide additions support for crowd control and access to parking lots, gates, etc. It is the responsibility of the business's and/or Organizations to provide any generators, lighting and sound equipment that is required for the event.

**Damage to Property:** Renter is responsible for any property damage.

**Indemnifications:** Except for liability resulting from the City of North Vernon's sole negligence, the renter agrees to indemnify and hold harmless the City of North Vernon, its employees, agents, and servants from any and all liability from injuries to any and all persons or any property of any employee, agent, passenger, invitee or other person entering onto the portable stage, including all attorney's fees relating to such claim.

**Lessee:**

\_\_\_\_\_  
Printed Name

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Approved by City of North Vernon Board of Works & Safety on \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Accepted:**

\_\_\_\_\_  
Printed Name

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Please submit agreement and fees to:

Clerk Treasurer Office  
Carnegie Government Center  
143 E Walnut Street  
North Vernon, IN 47265  
812-346-5907