



City of North Vernon  
143 E. Walnut St.  
North Vernon, Indiana 47265  
812-346-5907

**PORTABLE STAGE RENTAL AGREEMENT**

Date: \_\_\_\_\_

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

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

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

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

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

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

Profit Business/Organization or Non-Profit Organization (Circle One)

Rental Date(s): \_\_\_\_\_ (Rain or Shine) \_\_\_ Yes \_\_\_ No

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

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

\_\_\_\_\_

**Rental Fees:**

- Non-Profit Organizations \$300.00 plus \$100.00 per additional day within Jennings County.
- Profit Organizations and/or Businesses \$1,000.00 plus \$250.00 per additional day within Jennings County.
- Rental Agreements must be submitted **30** business days prior to event for City Board of Public Works & Safety approval.
- Businesses and/or Organizations upon approval are required to remit a refundable damage deposit of \$500.00.
- Upon approval fees must be paid at least **15** business days prior to the event.
- Please make checks payable to the **City of North Vernon**.

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

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

1. The event must be held within Jennings County.
2. The location must be suitable for the towing, parking, and leveling of the stage.
3. All Businesses and/or Organizations must provide security for any event that requires the stage to be left overnight.
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 state 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 North Vernon City 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 requires 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. The site visit will be free of charge.

**Businesses and/or Organizations:** All Businesses and/or Organizations must identify an on-site contact person and cell phone number on the agreement the will City Employees with specific set-up location, as well as provide additional support for crowd control and access to parking lots, gates, etc. It is the responsibility of the Businesses 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 claims.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature(s):

Signature(s):

\_\_\_\_\_  
Business and/or Organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Please submit agreement and fees to:  
Clerk/Treasurers Office  
Carnegie Government Center  
143 E. Walnut St.  
North Vernon, IN 47265  
812-346-5907