



CITY OF LINDSBORG

PORTABLE STAGE RENTAL AGREEMENT

This agreement confirms the terms and conditions to which You, the Renter, agree to rent the mobile stage provided by the City of Lindsborg.

All rental agreement terms must be met before this form will be processed.

The stage is not available for rental outside Lindsborg city limits.

Renter's Name: _____

Renter's Address: _____

Home Phone: _____

Work Phone: _____

Date of Rental: _____

Location: _____

For the aforementioned services, you will meet the following Rental conditions:

Reserve stage at least 3 weeks prior to event date _____

Provide certificate of insurance for event (min. \$1,000,000 liability coverage; property and casualty including full replacement value of the stage (estimated at \$125,000) and name City of Lindsborg as an additional insured. _____

Pay 100% deposit on TOTAL ESTIMATED COST _____

Rental fees are as follows:

Lindsborg-based verified non-profit (501(c)3)	\$0
All other entities within McPherson/Saline Counties	\$950/day
Entities based outside McPherson/Saline Counties	\$2,500/day
Tax (9.5%)	\$ _____
<i>TOTAL ESTIMATED COST</i>	<i>\$ _____</i>

**** FULL PAYMENT REQUIRED WITH THIS AGREEMENT ****

Payable by check to:

City of Lindsborg / 101 S. Main St. PO Box 80 / Lindsborg, KS 67456

The Renter accepts full responsibility and agrees to be liable for any and all damage to the mobile stage from the time that the Renter's personnel and/or equipment go onto the mobile stage until the time all of the Renter's personnel and/or equipment are off the stage and the stage is turned over to the Lindsborg CVB or its agents.

The attached Stage Rental Policies and Procedures and Mobile Stage Rental Checklist are adopted and incorporated by this reference as a part of this agreement.

Renter's Signature

Date

City of Lindsborg Representative

Date

City of Lindsborg
101 S. Main St.
PO Box 70
Lindsborg, KS
67456
Phone: (785) 227-3355
Fax: (785) 227-4128
Website: www.lindsborgcity.org

PLEASE READ CAREFULLY!

To confirm your reservation, please submit this completed agreement, certificate of insurance, and 100% of estimated total no later than THREE FULL WEEKS prior to the requested date of rental.

The City of Lindsborg or its agents will assist the Renter in selecting the site upon which the mobile stage is to be located.

The City of Lindsborg's assigned agents will deliver the mobile stage and set it up on the day of its use, and remove it at the end of each day, unless adequate security is provided to prevent tampering or vandalism.

The Renter requesting use of the unit shall have a representative present at the site at the time the unit is scheduled to arrive. This representative is to assist with placement of the unit and accept delivery on any equipment.

At all times when the mobile stage is in use, all City ordinances regarding noise, traffic, parades, etc. shall be strictly obeyed by the renting organization. The stage staff has the power to stop the program for any reason if there is potential danger to the equipment or staff, i.e., inclement weather, wind gusts in excess of 25 mph, or unruly behavior of the crowd or performers.

Unrestricted access to the public is prohibited. It is the responsibility of the renting party to restrict access to the stage by the general public during performance/use.

Nothing may be attached or affixed in any manner to the mobile stage without prior permission of the stage staff on duty.

The City of Lindsborg reserves the right to refuse rental of the mobile stage under any conditions deemed to be potentially hazardous to the stage or its operators, or any event not deemed in the best interest of the City of Lindsborg or the general public.

INDEMNIFICATION

To the fullest extent permitted by Law, the Renter of the mobile stage shall indemnify and hold harmless the City of Lindsborg, their agents, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from the rental of the mobile stage, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefore, and (2) is caused in whole or in part by any negligent act or omission of the Renter, anyone directly or indirectly employed by the Renter, or anyone for whose acts the Renter may be liable.

The City of Lindsborg banners will be made available for events that are located on public property and are open to the public.

MOBILE STAGE RENTAL CHECKLIST

Organization _____

If 501(c)(3), provide tax identification number: _____

Address _____

Phone # _____

Event/Artist _____

Phone # _____

Date of Event _____

Time _____

Contact _____

Phone # _____

Day of Event Phone # _____

Stage should be set up by (time) _____

Removed by (time) _____

Site location and access _____

Will banners/lights/sound be attached? Please describe: _____

Is a sound or lighting company being used? Y N If yes, name of company _____

Phone number of sound or lighting company _____

Is 220 electrical service available? Y N If no, what electrical service is available? _____

The stage is equipped with stairs and an accessible ramp.

Stage dimension needed (please circle):

Standard unit size is 21' x 25.5' and includes skirting and black backdrop.

Other configurations include:

21' x 18'

The stage requires a minimum of a 12' clearance when the stage roof is raised.

MAP OF SITE

Please indicate access, location of stage, and source of electricity.

CITY OF LINDSBORG USE ONLY

STAFF CONTACT: _____

TOTAL COST: _____ DATE PAID: _____

NOTES: