

Stage Rental Request Form



MARSHALL

RETURN COMPLETED FORMS TO MCS OFFICE

Electronically - MCS6767@ci.marshall.mn.us

Call 507-537-6786 with questions

Today's Date: _____ Date(s) Needed: _____

Exact Site/Address for Set-up (Please be specific):

Set Up Date: _____ Set Up Time: from _____ to _____

Take Down Date: _____ Take Down Time: from _____ to _____

Event Date: _____ Actual Event Time: from _____ to _____

EQUIPMENT NEEDED: (Check one. See rates on back)

_____ Basic Staging Unit with Standard Stage (24 feet x 20 feet total stage dimension)

_____ Basic Staging Unit with additional staging (40 feet x 24 feet total stage dimension)

Organization (if applicable): _____

Primary Contact: _____

Mailing Address: _____

Phone: _____

Email: _____

Upon receipt of this request, the City of Marshall will determine if the Stage can be provided on the date(s) requested. If so, a rental agreement form will need to be completed and signed. If the requested dates are unavailable, your organization will be notified at once. If you need additional information about the Stage, please call (507) 537-6786.

Stage Rental Rates

(Per event - not to exceed 3 days)

Basic Unit:

24 x 20 ft. total stage dimension

Marshall based Non-profit business or agency: \$350 fee (includes set up/take down)

Marshall based for profit business or agency: \$450 fee (includes set up/take down)

All others: \$800 fee (includes set up/take down)

Additional Staging:

40 x 24 ft. total stage dimension, includes basic unit with additional staging

Marshall based Non-profit business or agency: \$500 fee (includes set up/take down)

Marshall based for profit business or agency: \$700 fee (includes set up/take down)

All others: \$1,600 fee (includes set up/take down)

Other Fees:

- Damage deposit of \$500 required no less than ten (10) business days prior to the rental.
- Call-back fee of \$55 per hour

Scheduling:

- Use of Stage is limited to locations within the City of Marshall.
- Call MCS office at 507-537-6767 for stage availability.
- Rental agreements must be returned no less than ten (10) business days in advance of rental date.
- Applicant must submit a map or site plan indicating exact location of Stage set up.
- City of Marshall reserves the right to accept or reject any rental request for any reason.

Renters are required to submit proof of insurance for the event by sending a copy of the organization's Certificate of Liability Insurance listing the City of Marshall as "additional insured". Insurance is required in the amount of \$1,500,000 per occurrence for general liability. The Certificate of Insurance shall be returned with the rental agreement form no less than ten (10) business days prior to the rental. Failure to do so may result in the rental agreement being voided.