

Portable 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 Show/Event Time: from _____ to _____

EQUIPMENT NEEDED: Please list how many stage units are needed (up to 10)

_____ Portable Staging Units (4 x 8)

Organization (if applicable): _____

Primary Contact: _____

Mailing Address: _____

Phone: _____

Email: _____

Rental Cost:

- \$50 per day per (4 x 8) unit
- Cost includes: delivery, setup, take down, and stairs

Any damage to the stage will be billed accordingly to responsible party.

Use of the Portable Stage is limited to locations within the City of Marshall. Upon receipt of this request, the City of Marshall will determine if the Portable Stage can be provided on the date(s) requested. If so, payment will be required to hold the reservation. If the requested dates are unavailable, your organization will be notified at once. If you need additional information about the Portable Stage, please call (507) 537- 6786.