



STAGE RENTAL LETTER OF AGREEMENT

This letter of agreement confirms the terms and conditions to which I (hereinafter referred to as RENTER), agree to rent the stage provided by The City of Temple, Parks and Recreation Department.

The Temple Parks and Recreation Department will provide the stage and basic lighting system.

For the aforementioned services, RENTER agrees to pay the full rental payment payable to **The City of Temple** to reserve the rental date one week prior to the event date. A \$100.00, refundable damage deposit is due at the time the reservation is made

Mailing address:

Parks and Recreation
Attention: Stage Rental
1701 N. General Bruce Dr.
Temple, TX 76504

The signature below denotes that in all good faith RENTER will abide by the rules and regulations set forth in the attached document, **STAGE RENTAL POLICIES AND PROCEDURES.**

RELEASE AND HOLD HARMLESS AGREEMENT

I agree, by signing this Hold Harmless agreement, to accept any and all liability resulting from the use of the stage during my rental of said unit. I further agree to hold harmless The City of Temple, its elected officials, executive officers, agents, and/or employees from any and all claims resulting from my use of the stage during my rental of said unit.

Renter's Signature

Date



STAGE RENTAL POLICIES AND PROCEDURES

To make your reservation, please complete and return the enclosed **RESERVATION FORM**, the signed **LETTER OF AGREEMENT**, the **HOLD HARMLESS AGREEMENT**, and the **RENTAL DEPOSIT**.

1. PERFORMANCE DIMENSIONS

- ❖ Basic stage floor 16' x 20'
- ❖ Overall stage depth 16'
- ❖ Stage height from ground 44"
- ❖ Maximum front canopy height from floor 12' x 6"
- ❖ Maximum rear canopy height from floor 9' x 6"
- ❖ 8 leveling jacks/7000 lb. capability

2. ELECTRICAL SYSTEM

The stage does not have its own power source. The Renter must provide power if needed.

- ❖ Electrical requirements:
50-amp/220 volt
- ❖ Professional lighting:
Six Par 64 cans with C – clamps, 500-watt bulbs, gels and gel frames

3. RENTAL RATES

Not-for-profit organizations or individuals not conducting event to make money

- \$ 60 set-up and take-down charge
- \$ 75 1/2 day (up to 6 hrs)
- \$ 150 full day (up to 12 hrs)
- \$ 15 hour for each hour above 12 hours in any one day
- \$ 15 hour extra for each hour using lights
- \$100 damage deposit (due at time of reservation)

For-profit organizations or individuals conducting the event to make money

- \$ 60 set-up and take-down charge
- \$ 150 1/2 day (up to 6 hrs)
- \$ 300 full day (up to 12 hrs)
- \$ 30 hour for each hour above 12 hours in any one day
- \$ 15 hour for staff attendant
- \$ 30 hour extra for each hour using lights
- \$ 100 damage deposit (due at time of reservation)

ALL FEES ARE DUE ONE WEEK PRIOR TO RENTAL DATE (S)

\$100.00 DOLLAR DEPOSIT DUE AT TIME RESERVATION IS MADE



4. ACCESSORIES

- ❖ Skirts for base of stage
- ❖ One stairway with handrails
- ❖ 4' x 4' sound wing/stage extension skirting (same as standard skirting) made of three quarter inch marine grade flooring with aluminum edging. Two aluminum fold up legs (with multiple leveling adjustments) and spring-loaded bolt for ease of attachment, allows placement anywhere along the perimeter track.
- ❖ 4' x 8' extension available upon request

The City of Temple Parks and Recreation reserves the right to refuse rental of the stage for any event deemed a potential hazard to the stage or its operations, or for any event deemed not in the best interest of The City of Temple or the general public.

The stage may be delivered and/or set up in advance of its use, as agreed upon by the renter, but such delivery and/or setup requires that the renting party furnish security for the unit. **AT NO TIME SHALL THE STAGE BE LEFT UNSECURED.**

The stage is big and heavy, and high. The trailer is the size of a medium semi trailer and requires a half-ton truck to pull it. If in doubt as to whether the unit will fit where you want it you may ask our technician to inspect the site for you. Any damage to the site where the stage is used will be the responsibility of the Renter.

If the unit does not fit and the activity does not take place, the rental payment is refundable.

The Renter shall have a representative present at the site when the unit is scheduled to arrive. This representative is to oversee placement of the unit and to accept delivery.

NO ADHESIVES, NAILS, SCREWS, SIGNS, BANNERS, CURTAINS, FLAGS, ETC.... ARE TO BE ATTACHED TO THE INTERIOR OR EXTERIOR OF THE STAGE. NO ADHESIVES OF ANY KIND MAY BE APPLIED TO THE STAGE FLOOR. THIS INCLUDES DUCT, GAFFERS, OR MASKING TAPE. ANY GROUP, ORGANIZATION, OR INDIVIDUAL SO DOING WILL ASSUME FINANCIAL RESPONSIBILITY FOR DAMAGE, INCLUDING REPLACEMENT COST OF THE UNIT. Chairs, tables music stands, etc. are not provided.

At all times when the stage is in use, all City and/or County ordinances regarding noise, traffic, parades, etc., shall be strictly obeyed by stage staff and the renting organization. The stage staff has the power to stop the program if for any reason there is potential danger to the equipment or to the staff, e.g., winds exceeding 30 mph, unruly behavior of the crowd or the performers, etc. The renting organization is responsible for obtaining any necessary City or County permits.

CANCELLATION POLICY

- ❖ For a full refund, cancellation by the renting party must be made at least five working days prior to the rental date.
- ❖ In the event that no such cancellation is made, the full rental payment shall be forfeited. In the event that The City of Temple cannot fulfill its part of the agreement, the rental fee shall be refunded in full. The City of Temple cannot be held further liable.



RESERVATION FORM

1. Name of organization: _____
2. Contact Person: _____ Phone: (____) _____
3. Address: _____
4. City/State: _____ Zip: _____
5. Person who will meet the stage on delivery: _____
Contact #: Cell phone if possible: (____) _____
6. Where do you want the stage set up? _____

7. Do you want our technician to inspect the site prior to rental ____ Yes ____ No
8. Date of activity: _____ Time of activity: _____ to _____
9. Setup date: _____ Time of setup: _____
10. Takedown date: _____ Time of takedown _____
11. Size of group that will be on the stage: _____
12. Power source to be used: _____ 220 Volts AC
13. Please check which of the following equipment you will need: ____ Skirts
for base of stage
 - ____ One stairway with handrails
 - ____ 4' x 4' sound wing/stage extension skirting
 - ____ Roof & backdrop