

STAGE RENTAL POLICIES AND PROCEDURES

Date Received: _____

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** to the Town of Cortlandville 3577 Terrace Road, Cortland, New York 13045. **All checks made out to: Town of Cortlandville.**

1. Stage Dimensions: see attached drawings for detailed dimensions.
2. Electrical System: Breaker panel includes single phase, 3 wire, 24 circuits, 6 single pole breakers and 2 double pole breakers, copper bus, 120/240 volts ac. 22,000 interrupting capacity, suitable for use for larger bands with sound equipment. A 8,000 watt generator is available, renter is responsible for providing diesel fuel for the generator. Lighting includes two rows of linear LED lights, one row mounted at front edge of canopy, with a second row mounted at the canopy hinge-line, providing maximum stage and performer illumination. Pro Sound System Package includes 16 channel mixing console with (16) line inputs (mono & stereo), active speaker system with (2) 2,000W powered compact column-array speaker with two double satellites and two single satellites and 15" powered subwoofer module, (2) corded microphones, (2) microphone stands with boom, (6) cables.
3. Rental Rates
 - \$1,500 per day rental fee: includes delivery, set-up, tear-down, and removal
 - \$500 for each additional day
 - All fee's are due five (5) business days prior to rental date(s).
 - \$250 damage deposit due at time reservation is made. **All checks made out to: Town of Cortlandville.** The Town/City/County will inspect the stage after set up and note any existing damages or defects. The renter accepts full responsibility for the security of the stage during the entire period it is on-site. The deposit will be returned in full within 10 days of the event if no loss or damage is incurred during the rental period. If there is damage or loss, the cost of repair or replacement will be deducted from the deposit. Any remaining balance will then be returned to the renter, however, if the cost of loss or repair exceeds the amount of the deposit, the renter is responsible for the full cost of all repairs or replacement.
4. The Town of Cortlandville/City of Cortland/Cortland County 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 Town of Cortlandville/City of Cortland/Cortland County or the general public.
5. 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.
6. A site inspection is required prior to application approval. If the unit does not fit, the rental deposit is refundable. A site inspection can be scheduled Monday through Friday, 8:00am to 2:00pm. The stage must stay within the limits of Cortland County for all rentals. Any damage to the site where the stage is used will be the responsibility of the Renter.
7. 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.
8. **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 APPLIES 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.

9. 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, ex: winds exceeding 30mph, unruly behavior of the crowd or the performers, etc. The renting organization is responsible for obtaining any necessary City and/or County permits.

CANCELLATION POLICY

For a full refund, cancellation by the renting party must be made at least two business 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 Town of Cortlandville/City of Cortland/Cortland County cannot fulfill its part of the agreement, the rental fee shall be refunded in full. The Town of Cortlandville/City of Cortland/Cortland County cannot be held further liable.

RULES AND REGULATIONS

1. The stage will not be altered in any way (including wiring into the electrical box).
2. The Renter is responsible to see that no drugs or alcohol are used by the persons on the stage.
3. The Renter is responsible to see that all activities are properly controlled and supervised. Plans for program, supervision and control may be asked to be seen prior to the event. Said group/organization is responsible for cleaning up the area following the event, including the inside of the stage.
4. Reservation of the stage shall be on a first come, first serve basis, and shall be reserved a minimum of 45 days in advance.
5. Site selection is done by the Renter, and therefore, the Renter is responsible for any site repair such as ruts or disturbed turf.
6. The mobile stage is grant funded through the Dormitory Association of the State of New York, and therefore the stage "shall not be used in any manner for any of the following purposes: political activities of any kind or nature, including, but not limited to, furthering the election or defeat of any candidate for public, political or party office, or for providing a forum for such candidate activity to promote the passage, defeat, or repeal of any proposed or enacted legislation."

RESERVATION FORM

Once submitted, any changes to this rental agreement must go through the approval process again.

Name of Organization/Event _____

Status of Renting Party _____ Gov't Entity _____ Local Non-Profit/Community _____ Private/Business

Describe the event and how the stage will be used: _____

Date(s) of Event _____

Contact Person _____ Phone _____

Address _____ City/State _____

Stage Setup Location _____

Set Up Date/Time _____ Removal Date/Time _____

There is a \$150 rental fee, per day, for use of the generator.

Generator Use Requested? Yes _____ No _____

Note: The Renter shall provide the Town of Cortlandville/City of Cortland/Cortland County a Certificate of Insurance in the amount of \$1 million naming the Town of Cortlandville, City of Cortland, and Cortland County as an additional insured party under General Liability and Business Auto policy. This certificate must be filed with the Town of Cortlandville 5 business days prior to the event. COI must be sent to each of the following:

City of Cortland Youth Bureau
35 Port Watson Street
Cortland, NY 13045

Town of Cortlandville Parks
3111 Byrne Hollow Crossing
Cortland, NY 13045

Cortland County Clerk
60 Central Ave
Cortland, NY 13045

To be completed by City of Cortland Youth Bureau

Application Date Submitted: _____

\$250.00 Deposit Paid Date: _____ Cash _____ Check # _____ **Checks made out to: Town of Cortlandville**

Site Visit Completed: _____ Site Approved: _____ Site Denied: _____

If site was denied, explain: _____

COI Collected, naming Town/City/County as AI: _____

COI is due one week prior to the event

Rental Fee Paid: _____ Cash _____ Check # _____ CC on RecDesk _____

Complete rental fee is due one week prior to the event. **Checks made out to: Town of Cortlandville**

Approval Sign Off

City of Cortland

Date

Town of Cortlandville

Date

Cortland County

Date

Stage Rental Letter of Agreement

To be signed by the Renter after the Town of Cortlandville, City of Cortland, and Cortland County have approved your rental application.

This letter of agreement confirms the terms and conditions to which I (hereinafter referred to as RENTER), agree to rent the stage provided by **Town of Cortlandville/City of Cortland/Cortland County**.

The Town of Cortlandville/City of Cortland/Cortland County will provide the stage, basic lighting system, delivery, set up, and removal.

The aforementioned services, RENTER agrees to pay the full rental payment payable to Town of Cortlandville to reserve the rental date one week prior to the event date. A \$250.00, refundable damage deposit is due at the time the reservation is made.

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.

Renters Signature

Date

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 Town of Cortlandville/City of Cortland/Cortland County, their 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.

Renters Signature

Date

ShowMaster MSM3600 MOBILE STAGE Open Dimensions

