

LETTER OF AGREEMENT

This letter of agreement confirms the terms and condition to which I (hereinafter referred to as RENTER), agree to rent the stage provided by City of Estacada

City of Estacada will provide the stage.

For the aforementioned services, RENTER agrees to pay the full rental payment payable by check to the City of Estacada to reserve the rental date.

Mailing address:

City of Estacada  
PO Box 958  
Estacada, Or. 97023

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 City of Estacada, 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

## RESERVATION FORM

1. Name of organization: \_\_\_\_\_
2. Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. City: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Where do you want the stage set up? \_\_\_\_\_
6. Do you want our technician to inspect the site prior to rental? \_\_\_\_\_
7. Date of activity: \_\_\_\_\_ Time of activity: \_\_\_\_\_ to \_\_\_\_\_
8. Setup date: \_\_\_\_\_ Time of setup: \_\_\_\_\_
9. Takedown date: \_\_\_\_\_ Time of takedown: \_\_\_\_\_
10. Size of group that will be on the stage: \_\_\_\_\_
11. Power source to be used: \_\_\_\_\_ 110 AC \_\_\_\_\_ 220 AC
12. Please check which of the following equipment you will need:  
Basic stage floor: \_\_\_\_\_ Extended stage floor: \_\_\_\_\_

**\*Please do not apply duct tape to any area of the stage\***

### FOR OFFICE USE ONLY:

13. Fee charged: \$ \_\_\_\_\_
14. Certificate of insurance: \_\_\_\_\_
15. Letter of agreement: \_\_\_\_\_
16. Other: \_\_\_\_\_

## STAGE RENTAL POLICIES AND PROCEDURES

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

### 1. TRAVEL DIMENSIONS

- Overall length including hitch 32' 8"
- Body length 28'
- Height 8' 5"
- Gross vehicle weight with truck 13,000 lb.

### 2. PERFORMANCE DIMENSIONS

- Basic stage floor 28' X 14' 6"
- Extended stage floor configurations 40' X 22' 6"
- Overall stage depth 14' 6"
- Stage height from ground 3' 6"
- Canopy height at highest setting measured from stage 17' 4"
- Canopy height at highest setting measured from ground 20' 10"
- Canopy height upstage from floor 9' 3"

### 3. ELECTRICAL SYSTEM

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

- Electrical requirements:
  1. 110 V, 1 phase, 3 wire, 20-amp circuit -OR-
  2. 220 V, 1 phase, 50-amp circuit
- Outlets: four 20-amp duplex outlets on stage, one 20-amp duplex outlet in control compartment.
- Fluorescent lighting: 3 - 8 foot tandem strips with 40-watt, cool-white tubes.
- Extension cord: 50' cord is provided

### 4. RENTAL RATES

- Inside City limits (or within 10 miles of City limits)
  - Non profit Groups
  - Profit Groups
- Outside City limits – 50 miles maximum
  - Non profit
  - Profit

Basic Stage    Extended Stage

**See current fee schedule**

*(Non Profit must provide paperwork showing "non-profit" status to qualify)*

- evening or weekend delivery/pick-up is double regular fee

### 5. ACCESSORIES

- Weighted draperies/skirt for base of stage
- One stairway

6. City of Estacada reserves the right to refuse rental of the stage for any event deemed a potential hazard to the stage or its operators, or for any event deemed not in the best interest of City of Estacada.
7. The stage may be delivered and/or set up in advance of its use, but such delivery and/or setup requires that the renting party furnish a security guard for the unit. **AT NO TIME SHALL THE STAGE BE LEFT UNSECURED.**
8. The stage is big, heavy, and high. The trailer is the size of a medium semi and requires a one and one-half ton truck with dual wheels and a pintle hitch to pull it. If in doubt as to whether the unit will fit where you want it, you may hire our technician to inspect the site for you. Rates are \$25 per hour, including travel time. 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 nonrefundable.
9. The Renter shall have a representative present at the site when the unit is scheduled to arrive. This representative is to direct placement of the unit and to accept delivery of the key and any other rental equipment.
10. No adhesives, nails, screws, signs, banners, curtains, flags, etc., are to be attached to the interior or exterior of the stage. Any group, organization, or individual so doing will assume financial responsibility for damage, including replacement cost of the unit.
11. Chairs, tables, music stands, etc., are not provided
12. The Renter shall provide a \$500,000 Property and Liability certificate of insurance listing City of Estacada as an **additional insured party.** The certificate of insurance must be turned in to City of Estacada two weeks prior to the rental.
13. 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.
14. **CANCELLATION POLICY**
  - For a full refund, cancellation by the renting party must be made seven working days prior to the rental date. In the event that no such cancellation is made, the full rental deposit shall be forfeited.
  - In the event that City of Estacada cannot fulfill its part of the agreement, the rental fee shall be refunded in full. City of Estacada cannot be held further liable.
15. **Please do not apply duct tape to any area of the stage.**