



## PORTABLE PERFORMANCE STAGE RENTAL POLICY

City of Annandale, PO Box K, Annandale, MN 55302  
Ph. 320-274-3055

**PURPOSE:** To provide a portable performance stage facility to enhance arts and culture programming in the Annandale area.

All requests for use of the portable performance stage shall be made on the *Portable Performance Stage Application Form*.

The unit will be transported, operated and set-up by qualified City of Annandale employees, and/or experienced personnel from other organizations and jurisdictions. Milage Fees are based on portal to portal. Rental time is 48 hours before and after date of event. (unless prior arrangements were made) Use beyond the hours stated on the application will result in additional charges.

### **FEES:**

- A. NO FEE  
City of Annandale or co-sponsored programs and events.
- B. MINIMUM RENTAL FEE  
Annandale Area (ISD #876) non-profit organizations, schools and churches – \$95 per rental
- C. REGULAR RENTAL FEE  
All other organizations and groups located no farther than listed cities - \$195 per rental  
Buffalo, Clear Lake, Clearwater, Dassel, Fair Haven, Howard Lake, Kimball, Cokato, Maple Lake, Monticello, Montrose, South Haven, and Waverly.
- D. SPECIAL RENTAL FEE  
All organization and groups located farther than above listed cities - \$900 per rental
- E. MAINTENANCE PERSONNEL FEE (Delivery/Set-up/Pick-up)  
\$50 per hour
- F. MILAGE FEE  
If taken outside of Annandale City limits - \$2.00 per mile
- G. EXTENSIONS FEE  
There are twelve extensions that are transported on a separate trailer at a cost of \$50 per hour of an **additional** Maintenance Personnel's time and \$2.00 per mile of trailer transportation.

(Over)

A **25% non-refundable** down payment of rental fee, is due at the time of application.

**PORTABLE PERFORMANCE STAGE DIMENSIONS:** Main stage - 14.5 ft. wide x 24 ft. long. Extensions - 4 ft. x 8 ft. There are a total of 12 extensions. With all extensions attached, stage area is 732 sq. ft. Please note there is an **additional charge for use & transportation of extensions.**

**INSURANCE:** Each renter shall provide the City of Annandale with a certificate of insurance showing evidence of general liability insurance with limits at least equal to the Minnesota Municipal Tort Liability Statute and naming the City of Annandale, its agents, officials, employees and volunteers as additional insureds.

Bodily Injury/Property Damage	\$300,000 per person
	\$1,000,000 per occurrence

Each renter shall provide insurance covering the replacement costs of the Portable Performance Stage. The renter will provide the City of Annandale with a certificate of insurance, naming the City of Annandale as loss payee with respect to its interests.

**REFUND POLICY:** If a reservation is cancelled 30 or more calendar days before the event, the total fee (minus the 25% down payment) will be refunded.

**EMERGENCY CONTACT:** In case of an emergency call the 24 hour pager at 320-274-4568.

The City of Annandale reserves the right to refuse rental of the Portable Performance Stage for any event that is deemed to be a potential hazard to the Portable Performance Stage, or its operators. Stage performances may not feature grossly offensive and lewd behavior including blatant expressions of bigotry, prejudice, racism, hatred, or profanity. In the best interest of the City of Annandale, the City Council may make exceptions to the policy based on extenuating circumstances.



## PORTABLE PERFORMANCE STAGE RENTAL APPLICATION

Title of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Day Phone. No. \_\_\_\_\_ Evening Phone No. \_\_\_\_\_

Date of Event \_\_\_\_\_

Set-up Date and Time \_\_\_\_\_

Take Down Date and Time \_\_\_\_\_

Contact(s) Day of Event and Cell Ph. No. \_\_\_\_\_

Exact Location is to be placed (include direction to face, etc) A site map is also required \_\_\_\_\_  
(maps and/or directions, if necessary)

Do not use nails or tacks of any kind to hang banners or signs on the portable performance stage. Please use masking tape only. Violators will be billed an additional fee to cover repair cost to the portable performance stage.

The renter agrees to pay for any and all damages, theft or loss to the portable performance stage and its accessories between the time the City completes set up and take down times. The City of Annandale shall not be liable for any injuries, deaths or property damages arising out of the use by the signed renter and renter agrees to hold the City of Annandale harmless.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Billing Name and Address \_\_\_\_\_



## BILLING FORM

-----For City of Annandale Use Only-----

Insurance Reviewed Date \_\_\_\_\_

### Portable Stage:

Set-up Time \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_

Take Down Time \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_

Total Time \_\_\_\_\_ x \$50/hr = \$ \_\_\_\_\_

Rental Fee = \$ \_\_\_\_\_

Milage Fee: \_\_\_\_\_ miles x \$2.00 = \$ \_\_\_\_\_

Sub-total Portable Stage = \$ \_\_\_\_\_

### Extensions:

Set-up Time \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_

Take Down Time \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_

Total Time \_\_\_\_\_ x \$50/hr = \$ \_\_\_\_\_

Milage Fee: \_\_\_\_\_ miles x \$2.00 = \$ \_\_\_\_\_

Sub-total Extensions = \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Minus 25% deposit \$ \_\_\_\_\_

**Total Amount Due \$ \_\_\_\_\_**

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_