



# Town of Dundee

◆ 202 E. Main Street ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330

## PORTRABLE STAGE RENTAL AGREEMENT

Applicant First & Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of issuance: \_\_\_\_\_ DOB: \_\_\_\_\_

Organization Name (If applicable): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### RENTAL INFORMATION

(setup and tear down included in price)

All renters must provide a copy of their insurance

Name of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

Wording for additional insured  
must read:

Pick up Date: \_\_\_\_\_ Pick up Time: \_\_\_\_\_

Town of Dundee  
202 E Main Street  
Dundee Fla, 33838

Rental Length:  4hours  8hours  12hours  Other (\_\_\_\_\_ hours)

### RENTAL RATES

**\$70.00 per hour with a minimum rental of 4-hour rental**

**4-hours = \$280.00**

**8-hours = \$560.00**

**12-hours= \$840.00**

**Any additional hours will be charged at a rate of \$70.00 per hour. Early delivery will be charged a \$350.00 fee for setting up the day prior to the event if the Town of Dundee schedule permits.**

**Applicant Must provide a map for set up location and conditions. Applicants will also make sure there are no obstructions to include overhead utilities, low hanging tree limbs, and awnings. Applicants will also have power source on site for delivery and set up.**

## RENTAL CANCELLATION AND REFUND POLICY

### Addition to the Town Policies:

**A** – Refunds may be requested for rentals of all facilities that the Town of Dundee elects to make available for reservation. All refund requests will be processed by the Town of Dundee; Refund requests must be submitted by email ([events2@townofdundee.com](mailto:events2@townofdundee.com)) no later than 15 business days prior to such rental date.

**B** – Rental Refund Schedule:

1. Rental Refund request made 15 days or more prior to the event date shall be eligible for full refund, minus a \$30.00 processing fee.
2. Rental Refund requests made 14-10 days prior to the event date shall be eligible for a refund of half the total amount of the rental.
3. Rental Refund requests made 9 or less days prior to the event date WILL forfeit entire amount paid for rental.

**C** – Inclement weather/ facility failure – in cases where weather does not allow for use of facility or there is circumstance with the facility that makes it unusable, a full refund or a credit for makeup date may be issued by the Town of Dundee upon approval of the Town Manager.

**ALL REFUNDS WILL BE MAILED AND PROCESSED BY CHECK**

**HOLD HARMLESS AGREEMENT  
NO PROMOTION SHOULD BE INITIATED UNTIL SIGNED AGREEMENT  
APPROVAL**

Applicant agrees to, and will at all times, indemnify, save and hold harmless the Town of Dundee, its officers, agents and employees from all liability, claims, demands, damages and cost of every kind and nature, including attorney fees at trial or appellate levels and all court cost arising out of injury to or death of persons, and damage to any and all property including loss of use thereof, resulting from or in manner arising out of or in connection with activities or use of the mentioned facilities on this contract arising out of its relationship with Town of Dundee, excepting only liability resulting from the negligence of the Town of Dundee. The applicant will, at the request of the Town of Dundee, defend and satisfy any and all suits arising from its use of the premises.

Applicant will at own expense keep in force during the term of this agreement, insurance from an insurance company licensed in the state of Florida and rated AA, class VIII, @ or better by A.M. BEST required insurance will evidenced by a certificate of insurance including: Comprehensive liability insurance with a minimum limit of one million dollars per occurrence combined single limit to include: Premises Personal injury Operations TOWN OF DUNDEE must be listed as additional insured party

By signing this agreement, the applicant is stating that they have received and read the portable stage rental policy and agree to abide by these policies and stipulations set forth by Town of Dundee. The applicant also agrees to be responsible for the repairs of any damages accrued during rental.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_