
connecting cultures & creating community through music & arts

ULEAF 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 **ULEAF** stage provided by **LEAF Community Arts**.

LEAF Community Arts will provide the stage.

For the aforementioned services, RENTER agrees to pay the full rental payment payable to **LEAF Community Arts** 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.

The signature below denotes that in all good faith RENTER will abide by the rules and regulations set forth in the attached document, **ULEAF 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 LEAF Community Arts, and/or employees from any and all claims resulting from my use of the stage during my rental of said unit.

CANCELLATION POLICY

- For a refund there will be a \$25 cancellation fee. Cancellation by the renting party must be made at least three weeks prior to the rental date. After that time, the deposit is non- refundable.
- In the event that LEAF Community Arts cannot fulfill its part of the agreement, the rental fee shall be refunded in full. LEAF Community Arts cannot be held further liable.

Renter's Signature

Date

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ULEAF RESERVATION FORM & AGREEMENT

Deposit Statement: A deposit fee of \$100.00 is due at the time of reservation. Please include the deposit when returning this reservation form.

1. Name of organization: _____
2. Contact Person: _____ Phone: (____) _____
3. Address: _____
4. Person who will meet the stage on delivery: _____
Contact #: Cell phone & Email _____
5. Where do you want the stage set up? _____
6. Do you want our technician to inspect the site prior to rental _____ Yes ___ No
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: _____ 220 Volts AC

Thank you for collaborating with **LEAF Community Arts** by using the U-LEAF mobile stage.

ULEAF is a vessel bringing LEAF's mission statement to life in different neighborhoods by allowing opportunities for community engagement. The U-LEAF is a user friendly, portable, and an engaging platform for artists to showcase their talents. The U-LEAF will provide connections between the performer and their communities while also enhancing knowledge of their culture and the arts.

***LEAF Community Arts** is a non-profit organization, building community, connecting cultures and enriching lives through music and the arts.*

ULEAF 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**.

PERFORMANCE DIMENSIONS

- Height of roof in middle: 11'6"
- Height at ends: 10'4"
- Total width of stage: 18'1"
- Total depth: 17'3" (this is in middle, stage slants in on left and right)
- Estimated depth uncovered: 5'3" (front and back)
- Estimated Depth covered in middle: 5'6" Stage height from ground: 31"

ELECTRICAL SYSTEM

- 50-amp/220 volt
- The stage does not have its own power source. The Renter must provide power if needed
- The structure consists of a mobile unfolding stage, overhang that provides shading, storage below the stage for A/V and electrical wiring. The mobile stage is roughly 270 square feet.

RENTAL RATES

Not-for-profit Organizations

- \$?/half day (up to 6 hrs)
- \$?/full day (up to 12 hrs)
- \$100 damage deposit (due at time of reservation)

For-profit Organizations

- \$?/half day (up to 6 hrs)
- \$? full day (up to 12 hrs)
- \$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**

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ACCESSORIES

- Boxes are intended to be used for several purposes. These interlocking boxes can be used to create benches for seating, steps, and mobile mini stages and platforms for other activities.
- Canopy for coverage

LEAF Community Arts 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 LEAF Community Arts or the general public. Exact agenda for the stage must be advanced to LEAF (1) week prior to the event.

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 and will cost additional fees. **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 ULEAF or 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.

***Assumption of Risk:** The RENTER assumes responsibility for any and all damages to the stage and/or its equipment during the period of use.