



# Lawn/Stage Rental Agreement

## Stage Rental Hours 9:00 AM - 9:30 PM

	Non-Member	Member
<input type="checkbox"/> Up to 4 hours	\$ 75	\$ 60
<input type="checkbox"/> 4 – 6 hours	\$ 90	\$ 72
<input type="checkbox"/> 6 – 10 hours	\$125	\$100
<input type="checkbox"/> Full Day (see above)	\$150	\$120
<input type="checkbox"/> Flat fee of \$50 per day for use of electrical		

TOTAL FEE: \_\_\_\_\_

- Deposit – Credit card pre-authorization taken and charged as required
- Cleaning fee \$20/hour if facility is not left clean per posted procedures
- Damage fees assessed as warranted

Date(s) of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Will wine or beer be served?  Yes  No **If yes, permits required. See Lawn/Stage Rental Policy**

Will food be catered?  Yes  No

Will food be prepared on site?  Yes  No **If yes, answer the following question.**

Will the event be open to the public?  Yes  No **If yes, Food Handler permits are required**

Total Event time: \_\_\_\_\_ to \_\_\_\_\_ **(Includes set up, take down and cleaning time)**

**WAIVER OF LIABILITY:** By signing below, I/we hereby release Umpqua Valley Arts Association and the City of Roseburg from any liability resulting from any incident during our event at UVAA. I/we assume full responsibility for any and all activities that take place at our event and I/we will be responsible for any liability, litigation or other concerns resulting from anything that happens at our event.

**Cancellation or Change in Reservation:** Refund given with 10-day advance notice of cancellation-see Lawn/Stage Rental Policy for full details. Date change will be considered on a case-by-case basis. Please notify UVAA of any change in contact information.

***I have read, understand, and agree to follow the UVAA policies enclosed with this agreement.***

Event Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UVAA Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Rental Fee \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Credit card information \_\_\_\_\_