



Lawn/Stage Rental Policies and Procedures

Umpqua Valley Arts Association (UVAA) promotes and encourages usage of the Arts Center stage for artistic, cultural or recreational events.

Because the Lawn and Stage area is City of Roseburg property, all Parks Department rules and regulations apply. It is necessary that the Renter agree to observe and comply with all laws, rules and regulations with respect to the use, care and control of the premises.

Reservations are considered firm upon receipt of completed rental agreement and payment in full.

Please read, and initial next to each statement indicating you have read and agree to the following policies and procedures and return the initialed copy to UVAA.

- Cancellation or Change in Reservation Status: If a scheduled event is not being held, or any information changes on the Lawn/Stage Rental Agreement the renter must inform UVAA as soon as possible. Rental fees are refundable for cancellations up to 14 days prior to the event; a \$15 administration fee will be charged. 50% of the rental fee is refundable for cancellations requested less than 14 days prior to the event with the exception of cancellations made within 48 hours of event which are not eligible for refund.
- Fees: Cleaning and/or security deposit may be required.
- The Renter shall not assign the Agreement, sublet, or enter into any other third party agreement.
- Stage rental includes the stage and grassy area on the North side of the building. Electrical use is an option in the terms of use agreement.
- A key to unlock the chain around the stage will need to be obtained through UVAA. You will need to check the key out and return it at the end of your event. Keys will be checked out one (1) working day prior to your event during business hours. The Renter must not loan the key to anyone. The Renter is responsible to lock anything they unlock before leaving the premises. If the key is lost or breaks the Renter must notify UVAA immediately. The Renter will be charged a \$50.00 replacement fee for each lost key(s).
- If you are paying to use electricity, arrangements must be made through UVAA to make sure the outlets are 'live' for your event. The maximum load is 50 amps.
- No vehicles are allowed on the grassy areas.
- No concessions allowed on the grounds without UVAA approval. Additional fees may apply.
- If you will be charging admission or collecting donations during your event, you will need to get approval from the City. (541-492-6730)

UVAA 1624 West Harvard Ave. Roseburg OR 97471

phone: 541-672-2532 fax: 541-672-7696

- ____ UVAA does not provide tables, canopies, chairs, trash receptacles, fencing, or other amenities.
- ____ Renter is responsible to provide port-a-potties for the event. There are no restrooms available for 'stage only' events. The port-a-potties are to be placed on the sidewalk or in the paved parking areas only. **They must be removed by the next business day.** Use of the restrooms in the soccer area may be coordinated through the City.
- ____ Smoking or other use of tobacco is not permitted in all City Parks, including the Art Center and its grounds.
- ____ All dogs in the park must remain on a leash at all times.
- ____ If loudspeaker or sound system is used, renter must apply to the City of Roseburg for a loudspeaker permit. Sound level maximums will apply.

UVAA reserves the right to use the facilities at any time and the right to restrict or deny usage, in order to provide equal access to the use of the lawn/stage area.

Alcohol Served On Premise

If alcohol is served at the event a Certificate of Liability Insurance is required.

- You must provide UVAA with a Certificate of Liability Insurance **with Umpqua Valley Arts Association and the City of Roseburg** as additional insured in respect to general liability.
 - ____ The Certificate of Liability also needs to include the **name of the event** and the **date(s) of the event**.
 - ____ The Certificate of Liability will need to include alcohol coverage.
- ____ Coverage amounts will need to **meet**:
 - \$1,000,000 for each occurrence
 - \$ 100,000 Damage to rented premises
 - \$ 10,000 Medical Expense
 - \$1,000,000 personal & adv injury
 - \$2,000,000 General aggregate
 - \$2,000,000 Products – Comp/Op AGG
- ____ *The Certificate of Liability must be on file with UVAA **prior** to your event.* Your insurance carrier can fax this form directly to us at 541-672-7696.
- ____ A "temporary sales license" must be obtained through OLCC. Simply having someone on site that has an OLCC "licensed server permit" is not sufficient. The OLCC licensee is required to carry \$500,000 liquor liability insurance and to accept the responsibility of ensuring that liquor consumption laws are observed during the event.

- _____ The OLCC application must be presented to the City **not less than thirty days** in advance of the event.
- _____ Copy of the OLCC 'temporary sales permit' must be on file with UVAA **prior** to the event.
- _____ Although UVAA is a private non-profit, we conduct our business on property owned by the City of Roseburg and therefore are bound to the same regulations regarding alcohol service and consumption as any other entity using City property. Therefore any individuals or organizations renting UVAA's facility are required to follow the City's guidelines