***Applicant Information* Date of Application: / /**

**Name / Organization**

**Mailing Address:**

 *Street City State Zip*

**Deposit Return Address:**

(*If different from above*) *Street City State Zip*

**Phone:** ( ) - **Email:**

***Reservation Information***

|  |  |
| --- | --- |
| **Rental Fee:** |  |

**Drop-Off date/time / / ( : am/pm)**

**Pick-Up date/time / / ( : am/pm)**

**Approx. Location of Event:**

**Physical Address:**

 *Street City State*

***Purpose of Event:***

***Conditions of Agreement (READ ALL ATTACHMENTS BEFORE SIGNING)***

* The undersigned acknowledges a receipt of the Mobile Stage Rental Information Sheets attached to this application and further understands and accepts the terms and conditions including rental rates, deposits, fees and penalties and further agrees to adhere to all regulations and conditions contained therein.
* The undersigned will hold the City of Ringgold, its officials, agents and employees exempt and harmless from any injury to persons or property arising from the use of the Ringgold Mobile Stage as described in this application.
* The undersigned will further indemnify and hold the City of Ringgold, its officials, agents and employees exempt for any and all loss, expense, damage, reasonable attorney's fees, claims and demands arising out of the undersigned's use of the equipment as stated in this application.
* The undersigned further acknowledges that they may **be personally responsible for any damage or destruction of the Ringgold Mobile Stage and equipment during the period of use by the undersigned and/or organization which the undersigned represents.**

Print Name Signature:

**OFFICE USE ONLY**

**Deposit Paid: date: amount: check# Cash:****[ ]  CC:****[ ]**

**Rental Paid: date: amount: check# Cash:[ ]  CC:****[ ]**

***Terms and Conditions of Deposit and Payment***

In order to reserve the equipment for your specific event date, the City of Ringgold needs to have both the Deposit AND the completed application to schedule your request. Please complete the application and deliver it along with the deposit as soon as possible to reserve your event date(s). If BOTH of these items are not complete and received, the equipment is considered available to rent and you may lose your reservation.

Please plan for and allow for all time needed to set up, decorate, and clean the equipment WITHIN your reserved time. All activities need to be completed before the end of your reservation time.

Please allow up to 30 Days for the return of the deposit. Failure to fulfill any of the obligations for proper use and clean-up of the stage will result in the forfeiture of some or all of your deposit. This includes but is not limited to, any damages, trash removal, or other rules violations as stated in this application.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Non-Profit Rate****(In City)** | **For-Profit Rate****(In City)** | **Out of City Rate** |
| **1 Weekday****Mon-Thur** | **$300** | **$500** | **$1000** |
| **Additional Day** | **$200** | **$500** | **$500** |
| **Fri-Sun Rate** | **$400** | **$1500** | **$2500** |

To establish “Non-Profit” status, please attach a copy of your Form 990 or other documentation proving your 501c status or legal status as a charitable organization.

Any applicant that does not have a legal charitable status shall please provide a signed letter clearly designating to whom the event proceeds/funds shall be donated. Your status will then be reviewed and determined by City Staff.

All Rental fees must be paid no later than 2 weeks before the event. Failure to complete this payment may result in the cancellation of your reservation and forfeiture of your deposit.

***Cancellation Policy***

* A written cancellation must be submitted to Ringgold City Hall no later than **14 days** prior to the event to be eligible for a refund of both the $200.00 deposit and any paid rental fees.
* A written notice of cancellation that is received **7-13 days** prior to the event will be eligible for a refund of their deposit and 50% of their paid rental fees.
* If a cancellation notice is received less than **7 days** prior to the event, the applicant will be refunded their $200.00 deposit but shall forfeit all paid rental fees.

***Rules & Regulations for Events***

* ***Applicants MUST call City Hall at (706) 935-3061 at least 2 weeks prior to the event to confirm setup time. City Hall is located at 150 Tennessee St. Ringgold, GA***
* The City of Ringgold reserves the right to prohibit any use of the Ringgold Mobile Stage which is contrary to public safety and welfare.
* The City of Ringgold Reserves the right to close or remove the stage from any event during periods of severe weather or high winds.
* Adult supervision must be present at all times. Applicants must be 21 years of age or older.
* Designated City of Ringgold Officials or employees have the right to enter the event premises at any time.
* The City of Ringgold reserves the right to revoke a reservation of the Ringgold Mobile Stage at any time due to misconduct, falsification of information on application, misuse of property or failure to comply with all federal, state, and city laws, ordinances, rules or regulations by any individual, group or organization.
* Any costs associated with cleanup or repairs resulting from the renter's scheduled event, will be deducted from their $200.00 deposit. In the event the deposit will not cover the cost of cleanup or repairs, the renter will make arrangements with the City of Ringgold to pay any and all costs for adequate reparation of damages.
* All activities conducted must be in compliance with all laws, ordinances, rules, and regulations of the Federal Government, the State of Georgia, and the City of Ringgold.

**PROHIBITED ACTIVITIES**

* No items may be permanently attached, glued, pasted, taped, nailed, stapled, or painted to the stage interior at any time.
* No flammable or pyrotechnic items are allowed on or near the Mobile Stage
* Do not destroy, dispose of or remove any Ringgold Mobile Stage decor or signage.
* ***ANYTHING THAT PERMANENTLY ALTERS THE MOBILE STAGE IS NOT ALLOWED.***

I , as representative of all guests during my reservation, understand and agree to abide all of the rules, regulations, and agreements regarding the proper use of the Ringgold Mobile Stage.

Print: Sign:

***Site Plan***

**Approx. Location of Event:**

**Physical Address:**

 *Street City State*

PLEASE DRAW A ROUGH SKETCH OF THE LOCATION AND PLACEMENT OF THE MOBILE STAGE. INCLUDE ROADS, HILLS, AND OTHER OBSTACLES. A FLAT AREA IS REQUIRED