



Schenley Vital
Mayor

VILLAGE OF SPRING VALLEY

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Yisroel Eisenbach
Deputy Mayor
Joseph Gross
Trustee
Schmuel Smith
Trustee
Yakov Y. Kaufman
Trustee

TO: All Stage Rental Applicants

FROM: Village Clerk's Office

RE: STAGE RENTAL PERMIT

Enclosed please find an application for the Village of Spring Valley Stage Rental Permit.

All Applications must be submitted two (2) weeks in advance of the event.

To avoid delay in the processing of your application, be sure that all pertinent information, signature, insurance, notarization (where required) and appropriate fees are submitted.

The hours for applying for a permit are 8:30 am – 4:00 pm at the office of the Village Clerk.

The Stage Non-Refundable Rental Fee is \$750.

A Refundable security deposit of \$200.00 is also required. All groups must furnish a two hundred dollars (\$200.00) security deposit in the form of a money order or certified bank check. If necessary, these funds will be applied towards clean up, property damage, and/or Police Dept. overtime costs. At the conclusion of your scheduled season, the Village of Spring Valley will refund your security deposit less any charges incurred, if applicable.

All groups **MUST** supply the Village with a Certificate of Insurance naming the Village of Spring Valley as additional insured.

Stage and accessories **MUST** be returned in the same condition as it was delivered.

STAGE RENTAL PERMIT

Name of Organization: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Representative Requesting Stage (Print Name): _____

Purpose: _____

Date Requested: _____ Event Time: _____

Comments: _____

CONDITIONS OF USE

- Refundable security deposit of **\$200.00** required
- No adhesives may be used on any section of the stage, stage walls, outside edges
- Stage skirting must be folded and neatly stored away at the end of each night
- Stage does not come with a sound system, group must provide own speaker, mics, etc.
- Only authorized representatives of Organization may operate stage system
- All groups MUST supply the Village with a certificate of insurance naming the Village of Spring Valley as additional insured.

If permission is granted, it is understood that the stage system and all additional equipment that was used is the responsibility of the borrower. If the after-use inspection shows that there is any damage, costs will be assessed and billed to the organization. Please sign below that you agree to the conditions of use.

Signature: _____ Date: _____

Office Use Only:

DPW Dept Head Signature: _____ Date: _____

Mayor's Signature: _____ Date: _____