

**THE CITY OF VERO BEACH  
RECREATION DEPARTMENT**

2266 14<sup>TH</sup> AVENUE  
VERO BEACH, FL 32960  
(772) 770-6517 [www.covb.org](http://www.covb.org)

**PERMIT APPLICATION FOR RENTAL OF  
STAGE OR EQUIPMENT**

Event Day(s) & Date(s): From: \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_ Number attending \_\_\_\_\_

Organization: \_\_\_\_\_

Website: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

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

**BASIC OUTDOOR STAGE** - Open: 24' x 40' full, 12' x 40' half; 43" height \$ \_\_\_\_\_  
from the ground to the deck. Folded: 9' 8" high x 7' 8" wide. With 7" tongue.

**DELUXE MOBILE STAGE** - Open: 24' x 24'. Includes: canopy, LED interior lights, stairs with hand rails and  
\$ \_\_\_\_\_  
side and back rails. Stage deck to ground min - 4 feet - max 5'1"

Location for set up: \_\_\_\_\_

Set Up Information: \_\_\_\_\_  
\_\_\_\_\_

**REMARKS:**  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Stage Technician

*Please add 6.5% sales tax to all rental fees, or submit current copy of Tax Exemption Certificate. All monies must be paid within two (2) weeks of booking date. There is a \$500.00 damage deposit for out of county residents. Stage and Bleachers rentals are subject to a \$25.00 plus tax cancellation fee.*

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**Waiver and Indemnification of Liability  
for use of rented facilities and/or equipment owned by  
The City of Vero Beach**

I, the undersigned, or Authorized Agent for \_\_\_\_\_, understand that the use of the rented facility or equipment entails certain risks and hazards. I agree to use the rented facility and/or equipment rented in a safe and appropriate manner.

Furthermore, I agree that any injuries that I, my family, friends, other guests, or the public, may suffer as a result of its use are my legal responsibility. Therefore, I waive my right to sue, or otherwise hold any of the following persons responsible, for any resulting injury:

- 1) The City of Vero Beach,
- 2) its employees, and
- 3) any persons volunteering on the City's behalf.

In addition, I indemnify the above from injuries that I, my family, friends, other guests, or the public receive from the use of the rented facility and/or equipment, and to this Waiver and Indemnification of Liability.

**My signature below means that I have read, understand, and agree to this Waiver and Indemnification.**

\_\_\_\_\_  
Signature of Renter or Authorized Agent

\_\_\_\_\_  
Date

**Care of Rented Equipment**

I, the undersigned, or Authorized Agent above, will be responsible for the condition and care of this equipment during our use from the time it is set up, \_\_\_\_\_, 20 \_\_\_\_, until the time it is removed by City of Vero Beach Recreation Department staff, \_\_\_\_\_, 20 \_\_\_\_.

We further agree to notify the City of Vero Beach or set up crew or staff of any potentially unsafe conditions that we may encounter or that might develop during the time of this equipment rental to ensure its safe use.

We agree to pay repair/replacement costs should any damages occur during its use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Renter or Authorized Agent)

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

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

***Emergency Contact phone numbers:  
Supervisor on Duty, 538-1397;  
City of Vero Beach Police Non-Emergency number, 978-4600.***

**CITY OF VERO BEACH**  
**BASIC OUTDOOR STAGE**

*Your rental is guaranteed when registration forms are approved and fees have been paid. All monies must be paid within (2) weeks of booking date. With stage rentals, there is a charge of \$50.00 per hour for set up or breakdown during unscheduled hours (weekdays after 2:30 p.m., and weekends,) and a \$75.00 per hour charge during holidays. Stage rentals are subject to a \$25.00 plus tax cancellation fee.*

**Stage (Trans-Stage) Information**

Aluminum. Full size - 24'w x 40'l, half size - 12'w x 40'l. Includes stairs for both sides of stage. Ground to Deck: 43", Folded height: 9'8", Folded width: 7'8", Tongue: 7'. Rental is by the event day; includes set up and removal during scheduled hours by Recreation Department staff **only**.

**Stage (Trans-stage) Fees**

| <b><u>Non-Profit</u></b> |                            | <b><u>Profit</u></b> |                            |
|--------------------------|----------------------------|----------------------|----------------------------|
| \$300.00                 | 1 <sup>st</sup> day charge | \$570.00             | 1 <sup>st</sup> day charge |
| \$110.00                 | per each additional day    | \$165.00             | per additional day         |

*Please add 7% sales tax to all rental fees, or submit copy of current tax exemption certificate.  
 \$500 Damage deposit required for out of county residents.*

**EMERGENCY CONTACTS**

If you encounter any problems during your use of the rented equipment, please use the emergency numbers provided on the bottom of your rental form, or call the City of Vero Beach Police Department non-emergency number at 978-4600.

**ADDITIONAL QUESTIONS**

Please call the City of Vero Beach Recreation Department at 770-6517, Monday thru Friday, 8:00 a.m. to 4:00 p.m. We will be happy to answer any questions you may have.

**CITY OF VERO BEACH**  
**DELUXE MOBILE STAGE with CANOPY**

*Your rental is guaranteed when registration forms are approved and fees have been paid. All monies must be paid within (2) weeks of booking date. With stage rentals, there is a charge of \$50.00 per hour for set up or breakdown during unscheduled hours (weekdays after 2:30 p.m., and weekends,) and a \$75.00 per hour charge during holidays. Stage rentals are subject to a \$25.00 plus tax cancellation fee.*

**STAGE INFORMATION**

Aluminum. Performance dimensions – 24'width x 24'depth. Height from deck to canopy: front height of 12' 6" and rear height of 9' 6". Includes stairs with handrail. Requires flat surface and 24'wide clearance. Rental is by the day, and pricing includes set up and removal by Recreation Department staff **only**.

**NON-PROFIT RATES**

| <b><u>Options</u></b> | <b><u>(1) Day Charge</u></b> |   |
|-----------------------|------------------------------|---|
| Level I               | \$600.00                     | Deluxe Stage with canopy, led lights and stairs with handrails, back and side rails |
|                       | \$400.00                     | Each additional day   |

*Please add 6.5% sales tax, or submit current tax exemption certificate.  
 \$500.00 refundable damage deposit required.*

## RATES FOR PROFIT

| <u>Options</u> | <u>(1) Day Charge</u> |
|----------------|-----------------------|
| Level I        | \$750.0               |

Deluxe Stage with canopy, led lights and stairs with handrails, back and side rails

\$450.00      Each additional day

*Please add 6.5% sales tax.*

***\$500.00 refundable damage deposit required.***

## EMERGENCY CONTACTS

If you encounter any problems during your rental of this equipment,  
Please call the Supervisor on Duty, 538-1397,  
or call the City of Vero Beach Police Department non-emergency number at 978-4600.

## ADDITIONAL QUESTIONS

Please call the City of Vero Beach Recreation Department at 772-978-4500,  
Monday thru Friday, 8:00 a.m. to 4:00 p.m. We will be happy to answer any questions you may have.

***\*INCLEMENT WEATHER CAN RESULT IN CANCELLATION OF YOUR  
RENTAL BY RECREATION DEPARTMENT FOR SAFETY REASONS.***