



CITY OF WAITE PARK'S THE LEDGE AMPHITHEATER AND/OR THE LEDGE TRAIL VENUE RENTAL APPLICATION

CITY OF WAITE PARK

19 13th Avenue North, PO Box 339, Waite Park, Minnesota 56387

Contact Person: Meredith Lyon

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Venue Location: The Ledge Amphitheater 1700 Parkway Drive, Waite Park, Minnesota 56387

EVENT INFORMATION

Name of (Title) Event: _____

Purpose/Description of Event: _____

Date (s) (1st Choice): _____ Time: _____

Date (s) (2nd Choice): _____ Time: _____

Date (s) (3rd Choice): _____ Time: _____

Date (s) (4th Choice): _____ Time: _____

Date (s) (5th Choice): _____ Time: _____

Load-in Date and Time(s): _____

Rehearsal Date and Time(s): _____

Tech Date and Time(s): _____

Load-Out Date and Time(s): _____

Anticipated Number of Attendees: _____

CONTACT INFORMATION

Name of Applicant/Contact: _____

Telephone (main): _____ Telephone (second): _____

Email: _____

Other Pertinent Info/Notes: _____

Upon approval, a signed rental agreement, rental fee, damage deposit and a certificate of commercial general liability insurance of at least \$1,000,000 per occurrence/\$2,000,000 annual aggregate and naming the City of Waite Park as an additional insured, pursuant the specific requirements in the Rental Agreement, is required to reserve the venue for under 500 guests. Additional insurance is required for 500 or more guests as stated on page 2 under the Insurance section.

(-----For Private Events – Application Ends Here-----)

For events open to the general public, a contracting party, if a business entity, must be actively registered and in good standing with the Minnesota Secretary of State's Office before a contract is issued. Please go to www.sos.state.mn.us. Also, the following information must be provided.

Contracting Organization ("Presenter"): _____

Address of Contracting Organization: _____

City: _____ State: _____ Zip: _____

Company Website: _____ Federal ID No.: _____

Entity is a (an): Corporation Partnership Individual

INSURANCE

Please provide below the name and contact information of the insurance firm that will provide insurance coverage including Workers' Compensation insurance for all your employees in accordance with the statutory requirements of the State of Minnesota. Also, you shall also carry Employers' Liability Coverage with minimum limits as follows: \$500,000 – Bodily Injury by Disease per employee; \$500,000 – Bodily Injury by Disease aggregate; \$500,000 – Bodily Injury by Accident.

Additionally, a certificate of commercial general liability insurance as follows is required:

- Events less than 500 people – \$1,000,000 per occurrence; \$2,000,000 aggregate
- Events with 500-1000 people – \$2,000,000 per occurrence; \$3,000,000 annual aggregate
- Events over 1000 people – \$3,000,000 per occurrence; \$5,000,000 annual aggregate

and naming the City of Waite Park as an additional insured, pursuant the specific requirements in the Rental Agreement, is also required. (Additional insurance may be required depending on the type of event.)

Broker's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

ARTIST INFORMATION/REFERENCES

Please list the names of principal participants, artist, performers, or speakers in your program.

Artist 1: _____

Artist 2: _____

Artist 3: _____

Artist 4: _____

Artist 5: _____

Artist 6: _____

PROMOTER/PRESENTING ENTITY REFERENCES

Please list the names and contact information for three (3) venues where the contracting entity has presented in the past year.

Venue 1: _____

Venue 1 Contact (Name/Phone): _____

Venue 1 Name of Event: _____

Venue 1 Date(s) of Event: _____

Venue 2: _____

Venue 2 Contact (Name/Phone): _____

Venue 2 Name of Event: _____

Venue 2 Date(s) of Event: _____

Venue 3: _____

Venue 3 Contact (Name/Phone): _____

Venue 3 Name of Event: _____

Venue 3 Date(s) of Event: _____

BANKING INFORMATION

Please give the name of Presenter’s current bank, address, phone number, and banking official’s contact information.

Name of Bank: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

It is hereby agreed to by the person/organization (“Presenter”) requesting the use of this venue that no promotional information or publicity of any nature relating to the proposed event may be announced or released in any manner until the Rental Agreement and supporting documentation is executed between City and Presenter, and the required rental fee and damage deposit has been paid. Furthermore, presenter hereby represents a full, accurate and complete disclosure of all information has been made and its above-provided statements and information are true and correct. Presenter hereby gives permission to the City of Waite Park and its agents to contact any of the above-named entities as personal and/or business references.

By (Signature): _____ Today’s Date: _____

For _____ (Name of Presenter): _____

Printed Name: _____

Title: _____