

CITY OF KINGSTON

Steven T. Noble
Mayor



Elisa Tinti
City Clerk

City Hall · 420 Broadway · Kingston, New York 12401

(845)334-3902 · Fax (845)334-3904 · www.kingston-ny.gov

CITY OF KINGSTON PORTABLE STAGE APPLICATION

Please note that this application is specific to borrowing the Portable Stage for an event held outside of the City of Kingston. If you are looking to borrow the Portable Stage for an event within the City of Kingston, please complete and submit the City of Kingston Special Event Application [here](#).

Applications are required to be submitted a minimum of 30 days prior to the event, with \$25 application fee payable to City of Kingston.
Should your application be approved, this fee amount will be deducted from your rental costs.

NAME OF EVENT: _____ DATE(S) OF EVENT: _____

LOCATION: _____

HOURS: _____ SET-UP: _____ BREAKDOWN: _____ ESTIMATED ATTENDANCE: _____

OPEN TO THE PUBLIC:	YES	NO	
STREET ACCESS:	YES	NO	(If No, please see ground requirements on page 4)
PARKING RESTRICTIONS:	YES	NO	(If Yes, fees may apply)
SOUND EQUIPMENT NEEDED:	YES	NO	(If Yes, please see suggested providers on page 4)
LIGHTING EQUIPMENT NEEDED:	YES	NO	(If Yes, please see suggested providers on page 4)

HOST/ORGANIZATION: _____ ADDRESS: _____

EVENT COORDINATOR: _____ EMAIL: _____

24 HR EMERGENCY CONTACT: _____ 24 HR EMERGENCY PHONE: _____

NOTE: Submission of application does not constitute an automatic approval.

Please remit a \$25 check or money order made payable to City of Kingston with your completed application.

Application must be submitted to: Special Events, Mayor's Office, 420 Broadway, Kingston, NY 12401

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1. Has applicant ever borrowed the City of Kingston Portable Stage previously? _____
2. If applicant is employed, list name and address of employer. _____
3. Applicant's driver's license # as issued by NYS Department of Motor Vehicle _____
4. Description of the type of service applicant desires to perform and method of conducting _____

5. If the applicant is a corporation or association, the name address and title of the officer upon whom process or other legal notice may be served: _____
6. New York State sales tax identification number or social security #: _____
7. It is the responsibility of the applicant to secure approval from the designated property owners in which the Portable Stage will be transported to and stored for duration of the event.

HOLD HARMLESS AGREEMENT (PURSUANT TO SECTION 61-5(F) OF THE CITY OF KINGSTON CODE

It is hereby agreed and understood by and between _____, hereinafter referred to as "Applicant", and the City of Kingston, hereinafter referred to as the "City" that the "Applicant" or heirs, executors, administrators, successors and assigns agrees to hold harmless and indemnify the "City" from all actions cause of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgements, extent, executions, claims, and demands whatsoever in law, admiralty or equity arising out of the "Applicant's" business while using the Portable Stage.

Applicant Name (print name) _____

Applicant Signature _____

Dated: _____ day of _____ month, _____ year

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Please Note the Following Requirements:

- Written list or mapped transportation route allowing for stage transport To and From event location.
 - Please note that route must meet 13.6ft height requirement.
 - Please use the following address for Start and Return point: 478 Hasbrouck Ave, Kingston, NY 12401
- 50 AMP Electrical Hook-Up
- Insurance Supplement Provided by City of Kingston
- Overnight Lending Currently Unavailable

Portable Stage Application Checklist

Please initial to verify that the following have been included with your application.

_____ *Completed Application (2 pages)*

_____ *\$25 Application Fee*

_____ *Mapped Route Allowing for Stage Transport*

_____ *Estimated Labor Payment to be submitted to the City of Kingston*

Applicant Name: _____

Applicant Signature: _____ Date: _____

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STAGE SPECIFICATIONS

- Mobile Stage with Hydraulically Operated Roof System including:
- 30' x 24' deck and roof
- Hydraulic operating system for roof
- Gooseneck 5th wheel king pin hitch
- 2 Sets stairs, 1 load-in ramp
- Handrail system
- Optimized sound and lighting rigging points
- DOT certifications for over the road use
- (2) 4' x 8' stage decks for drum riser
- (2) 8' x 8' stage wings suitable for ground stacking speakers and amplifiers
- Truss support side-arms, valance and skirting suitable for mounting of banners and signage