



Not-For-Profit Organization Tent Use Request and Agreement

**Fees *per tent* per week or event:**

**Events in the City of Long Beach:**  
\$25 with City delivery and supervision of set up and take down using your group's labor  
\$150 with City delivery and set up using City labor  
\$100 damage deposit per event

**Outside City of Long Beach:**  
\$50 with City delivery and supervision of set up and take down using your group's labor  
\$300 with City delivery and set up using City labor  
\$100 damage deposit per event

Please attach a copy of your 501 (c) 3 documentation to this request or if you do not have IRS approved not for profit status submit a letter certifying that your group or organization operates in a not for profit fashion and briefly describe the public benefit derived from your activities

Today's Date: \_\_\_\_\_ (requests must be submitted 30 days in advance)

Date(s) of the event: \_\_\_\_\_ Is the event open to the general public? Yes/No  
(circle one)

Desired set up date: \_\_\_\_\_ Desired return date: \_\_\_\_\_

Location of tent use: \_\_\_\_\_

I request/~~do not request~~ the City of Long Beach deliver and set up tent.  
(circle one)

Type and number of tents requested:  
\_\_\_\_\_

Name of person requesting tent: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name of group or organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Brief Description of the Event: \_\_\_\_\_  
\_\_\_\_\_

For City Hall use:		
Tent availability: available/unavailable		
Crew availability: available/unavailable for the following reasons:		
_____		
_____		
Approved/Disapproved	Date:	By:

I agree to pay the fee indicated, to include the required refundable damage deposit; to return the tent clean and complete with all items received on the date indicated; to pay for the actual cost of any loss or damage, even if the cost exceeds the damage deposit; and to hold the City of Long Beach harmless as indicated below:

**Hold Harmless Agreement**

For and in consideration of the use of City tents for the purpose of \_\_\_\_\_ (event) the undersigned as an individual and as representative for \_\_\_\_\_ (organization) being of lawful age and the proper representative of \_\_\_\_\_ (organization) hereby fully and forever releases and discharges the City of Long Beach and every employee or assignee thereof from any claim for any injury, loss, or damage of any nature whatsoever arising from the use of the tents. In further consideration of said use described above the undersigned for himself or herself and as a representative of \_\_\_\_\_ (organization) hereby agrees to save and hold harmless and indemnify the City of Long Beach and every employee or assignee thereof from any and all expenses arising because of any claim which may hereafter be presented by anyone for loss or personal injury of any nature whatsoever including but not limited to attorney fees and costs incurred for the investigation and resolution of any claims as a result of the use of the City property by \_\_\_\_\_ (organization). If any party is reasonably required to resort to litigation to enforce any right under this agreement the prevailing party shall be entitled to costs and reasonable attorney fees.

I agree to the above provisions personally and as the authorized representative of

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date