

SUBMITTING THE APPLICATION

First, call or email the StagePort Manager for scheduling, pricing and to identify your specific needs.

Submit:

- 1). The Application, filled out and signed and dated.
- 2). The Rules, Policies and Conditions signed and dated.
- 2). The Rental and cleaning deposit
- 3). Certificate of Insurance naming StagePort as an additional insured with respect to General Liability (see Rules Policies and Conditions for insurance requirements).

Certificate of Insurance should name StagePort as an additional insured. You are required to have the Certificate of Insurance faxed and emailed directly to the Manager of StagePort.

Fax to:

(816) 994-9333 to the attention of the StagePort Manager.

Email to:

The Certificate of Insurance directly to: jon@stageport.tv

By Mail:

Send these documents.

- 1). The Application, filled out and signed and dated.
- 2). The Rules, Policies and Conditions signed and dated.
- 2). Payment for the Rental and cleaning deposit
- 3). Certificate of Insurance naming StagePort as an additional insured with respect to General Liability.

StagePort
208 W. 19th Street
Kansas City, Missouri 64108
Attention: Jon Trozzolo

Contact information:

Jon Trozzolo, General Manager

jon@stageport.tv

(816) 979-1790 office

(816) 994-9333 fax

(816) 419-5656 mobile