RECEIVED
JUL 18 2011
BY: .....

MARATHON FUND REQUEST

Funding is hereby requested by Enter Stage Left Theater
Name of organization or department

for the purpose of purchasing an outdoor quad stage to be stored and used at the CAA. Other groups can use the staging when available. If ESL were everg to dissolve the staging will become town property.

Recommended by vote of the Marathon Fund Committee

Chairman or Secretary

7/18/11
Date

$ 4,639.30
Amount

Approved by vote of the Board of Selectmen

Date

cc: Town Accountant
Treasurer
Marathon Fund Committee
Organization or Department

Geri Holland

From: Ken Driscoll [ldkd@comcast.net]
Sent: Tuesday, August 09, 2011 7:00 AM
To: Geri Holland
Subject: RE: Marathon Fund Request form Enter Stage Left

Geri,
The Parks and Recreation Department is willing to be responsible for and take ownership of the staging equipment. We will coordinate usage and storage with ESL and other interested parties.
Best Regards,
Ken

From: Geri Holland [mailto:geri@hopkinton.org]
Sent: Monday, August 08, 2011 3:20 PM
To: Ken Driscoll
Subject: Marathon Fund Request form Enter Stage Left

Hi Ken:
As I have placed on the Selectmen's August 16 agenda a Marathon Fund Request from ESL for the purpose of purchasing staging ($4,639.30) for the Selectmen's consideration, I would respectfully request from the P&R Commission a letter stating the agreement with ESL to own the staging and allowing them usage. Would you kindly send me a statement asap? I would greatly appreciate it!
Thanks Ken.
Geri

Geri Holland

From: esltheater@comcast.net
Sent: Monday, August 08, 2011 4:31 PM
To: Geri Holland
Subject: Marathon Fund Information
Attachments: Stage Depot Quote Final.pdf

Hi Geri,

Sorry this took a while. Attached is the latest quote I gave the Marathon Fund Committee. At our meeting they approved the entire amount. The plan is to put back the $2500 originally granted from last year and add the remaining amount from this year. This amount of staging would be enough to use for outdoor and indoor concerts, lectures and small performances. It would also be available for any other town organization to borrow.

Thank you,
Kelly

Kelly Grill, Executive Director
Enter Stage Left Theater
98 Hayden Rowe Street
Hopkinton, MA 01748
508 435-2114
www.enterstageleftheater.org

QUOTE
ORDER #7855

Staging Dimensions INC.

67 Industrial Blvd • New Castle, DE 19720
1-866-591-3471 Toll Free • 302-328-4100 • 302-328-1034 Fax
www.stagingdimensionsinc.com

Order Date: 07/23/2010
Ship Date:
Ship via: BESTWAY

Event: 16' x 12' @ 24" - 36" HIGH WRQ STAGE

Report Date: 07/13/2011 **Time:** 10:13:57

Customer:	**Ship to:**	**Bill to:**
ENTER STAGE LEFT THEATER 98 HAYDEN ROWE STREET HOPKINTON, MA 01748	ENTER STAGE LEFT THEATER 98 HAYDEN ROWE STREET HOPKINTON, MA 01748	ENTER STAGE LEFT THEATER 98 HAYDEN ROWE STREET HOPKINTON, MA 01748
Ordered by: KELLY GRILL Phone: (508) 435-2114	**Contact:** KELLY GRILL Phone: (508) 435-2114	**Contact:** KELLY GRILL Phone: (508) 435-2114

PO#: **Terms:** SEE NOTES **Tax Status:** NONE **FOB:** BESTWAY **Sales Person:** KIM MOORE

FINANCIAL CONSIDERATION:
A fifty (50%) percent deposit is required at order confirmation. The balance including sales tax and freight charges shall be due prior to shipping. We accept Visa, Master Card, Discover and American Express. Pricing includes July 2011 "10% off all standard products" on all orders that confirm by July 31, 2011.

PLEASE NOTE:
(1) Orders do NOT enter the production schedule until the 50% deposit is received. If the deposit is delayed, this will affect receipt of product by requested due date.

(2) A signed contract must be faxed to 302-328-1034 to confirm order.

(3) Shipping & packing charges ARE ESTIMATED, shipping to 01748, TO A LOCATION WITH A LOADING DOCK, and based on weight only. Shipping charges can & may vary based on linear footage & will be charged/revised accordingly. Additional charges may be applied if this is a residential, school or church delivery that requires a call before or lift gate. PLEASE NOTE: Photographs of the packed pallets will be sent to customer with tracking information. It is the responsibility of the customer to make sure that their receiving department personnel see the photos of the pallets before pallets arrive. DO NOT SIGN OFF ON THE BILL OF LADING (BOL) IF THE PALLETS DO NOT ARRIVE IN THE SAME CONDITION AS THE PHOTOS. If cardboard, straps, shirnkwrap or cardboard corners are missing note this on the BOL and write the statement EXTERIOR DAMAGED MUST ALSO INSPECT CONTENTS FOR DAMAGED OR MISSING ITEMS. We cannot file claims for damaged or missing items if the BOL has been signed without noting damage or missing items. With the current rising fuel charges, freight costs are subject to change on a daily basis.

ORD.	SHPD	DESCRIPTION	EACH	EXTENDED
		Sales		
		16' x 12' @ 24" - 36" HIGH WEATHER RESISTANT QUAD STAGE:		
6	0	SD6000 4 X 8 WEATHER RESISTANT QUAD	509.0000	3054.00
6	0	SET OF 4/24"-36" ADJ. LEGS W/ADJ FEET	180.0000	1080.00
1	0	5 STEP 24"- 40" ADJ STAIR W/ HR	683.0000	683.00

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ORD.	SHPD	DESCRIPTION	EACH	EXTENDED

Equipment Charges:	0.00
Sales Charges:	4817.00
Labor Charges:	0.00
Expenses:	0.00
Shipping Charges:	304.00
Less Discount:	-481.70
TOTAL:	**4639.30**

SHIPPING POLICY:
All shipments are "Freight On Board" New Castle, DE, and shall be in good order upon release to the carrier. All claims for damage or loss in transit must be filed by the consignee against the carrier. All freight should be checked for quantity against bill of lading provided by the carrier. Damage noted on freight bill will enable consignee to file a claim against the carrier. STAGING DIMENSIONS, INC. will not be held responsible or liable for damage, loss, or delay in transit.

All deposits are non-refundable. Any and all cancellations will result in forfeiture of all deposit monies. All skirting and drapery items are sewn to order, non-returnable and must be paid in full at order confirmation.

Purchaser is responsible for knowledge of local laws pertaining to stage requirements. Should purchaser choose to erect a stage without the use of safety railing or support accessories necessary to ensure safety, Staging Dimensions shall not be held liable for any consequences arising from your incorrect use of the staging products. Purchaser is responsible for constructing and maintaining staging products in a safe manner.

Any and all custom designs are the property of Staging Dimensions, Inc., and cannot be reproduced without the expressed written consent of Staging Dimensions, Inc.

Pricing is valid thirty (30) days from date of this agreement. Past due balances are subject to 1 1/2% interest per month. The customer agrees to pay all reasonable attorney's fees and costs incurred by Staging Dimensions, Inc. in protecting its rights under this agreement. I/we hereby agree to the terms and conditions as set forth in this contract. Any action to enforce this contract, any action arising from any breach or alleged breach of this contract, or any action to determine the rights and duties arising from this contract brought by purchaser shall be brought only in the state or federal courts of the State of Delaware. The parties expressly consent to the personal jurisdiction and venue of the state and federal courts of the State of Delaware.

Signature _____ Date _____