

# Studio Rental Agreement



We are pleased to offer our facility for rental opportunities. Please find below rates, terms, and conditions

## Rates:

Photography	\$22.00 / hour	\$70.00 / half day (4 hours)	\$120.00 / full day (8 hours)
Rehearsals	\$25.00 / hour	\$85.00 / half day (4 hours)	\$150.00 / full day (8 hours)
Courses/Classes	\$30.00 / hour	\$100.00 / half day (4 hours)	\$160.00 / full day (8 hours)
Personal Events	\$30.00 / hour	\$100.00 / half day (4 hours)	\$180.00 / full day (8 hours)

\*All rentals are to be booked at least 10 days in advance and be a minimum length of 2 hours

## Renter Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Infrequent Renter Details:

Purpose: \_\_\_\_\_ Approx. # of Guests: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Cost \$ \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Cost \$ \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Cost \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

## Weekly Renter Details:

Purpose: \_\_\_\_\_ Approx. # of Guests: \_\_\_\_\_

1. Weekday: \_\_\_\_\_

• Time Range: \_\_\_\_\_

• Date Range: \_\_\_\_\_

• Cost: \_\_\_\_\_

2. Weekday: \_\_\_\_\_

• Time Range: \_\_\_\_\_

• Date Range: \_\_\_\_\_

• Cost: \_\_\_\_\_

By engaging to rent studio space from Royal Dance Conservatory, you the undersigned (herein referred to as the "Renter"), has read the following and agrees to the following terms and conditions.

**1. Payment**

- All payments are to be received by the Royal Dance Conservatory no later that 7 days prior to the rental date.
- Accepted methods of payment are Exact Cash, eTransfer, or Credit Card (3% processing fee for all cards)

**2. Refund Policy**

- Any notifications of cancellations are required to be sent in writing to the Royal Dance Conservatory prior to 48 hours of the rental date
- If cancellation is received in the requested timeline, rental fees will be refunded less a 20% processing fee.
- If cancellation has been received less than 48 hours from the rental date then the rental fee is non-refundable.

**3. Renter Responsibilities**

- To leave the Royal Dance Conservatory's facility, in all it's parts, to be clean and secured by the agreed ending time
- The renter agrees that they are responsible for the holding of a safe space for the people that are attending their workshop / event and the security of Royal Dance Conservatory.
- The renter is to be present on the premises at all times during the above agreed rental times.
- Renter is responsible to leave the studio in a good clean working order. Ensuring that floors and mirrors are clean and all equipment is returned to it's original location.
- Please be cautious as to not to scratch the studio floors. No pushing / sliding of equipment, tables or charts across the floor.
- When exiting the facility, all lights are to be turned off and the heater turned back to it's original position.
- Ensuring all doors are locked (if renter has been granted as a key holder & key has been signed out)
- No smoking, alcohol, drugs or candles are permitted on the premises.
- No outside footwear is to be worn inside the studio.

**4. Damages**

- Renter will assume full responsibility for any damage(s) caused to any part of the Royal Dance Conservatory's facility sustained during the renter's schedule time.
- Renter agrees to pay in full for any repairs or replacement of items that was damaged by the renter or their guests attending their workshop / event at the studio.

Renter Name (Print): \_\_\_\_\_

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_