

Last, First Name

Date



Shetler
s t u d i o s
& t h e a t r e s

STUDIO RENTAL AGREEMENT

This Studio Rental Agreement (referred to as "Agreement" hereafter) is made by and between Shetler Studios & Theater, Inc. ("SS&T") with offices at 244 West 54th Street, 12th floor, New York, NY 10019, and the client named on this Agreement ("Client"), effective as of the date executed by Client below, and sets out the terms and conditions of studio and/or theatre rental (referred to as "Rental" hereafter) at Shetler Studios & Theatres (referred to as the "Facility" hereafter), located at the above address. This Agreement shall apply to all Rentals by Client at the Facility as of the date hereof. SS&T may modify this Agreement from time to time, in which event Client may be required to execute a revised Agreement prior to booking further Rentals.

CLIENT INFORMATION

In conjunction with signing this Agreement, Client must set-up an up-to-date account with SS&T. Client shall provide SS&T with updated billing and contact information upon request. SS&T reserves the right to deny Client access to Rentals if Client has payments due on its account. Client must provide SS&T with the following information:

1. Full legal name of Client (and of company if applicable).
2. Valid credit or debit card account number, expiration date and relevant zip code (referred to as "Card" hereafter). Client is required to have Card listed on account regardless of method of payment.
3. Client's primary phone number & email address.

CANCELLATION POLICY & FINANCIAL TERMS

1. Rental fees are due PRIOR to studio usage. All payments are non-refundable and non-transferable.
2. 48 hours minimum notice from start time of Rental is required for any cancellations or modifications.
3. Client gives SS&T permission to charge Card for overdue Rental fees or any other amounts chargeable to Client hereunder.
4. All Rentals with a fee exceeding \$250.00 are subject to a 50% non-refundable and non-transferable deposit. This policy includes single-date Rentals as well as cumulative Rentals covering several dates.
5. Payments are accepted in the form of cash, American Express, Master Card, Visa, company check, certified check or money order.
6. Personal checks are not accepted. \$35 service fee will be charged to Client for returned checks.

CONDITIONS OF USE

By entering into this Agreement, Client assumes complete responsibility for all Rentals reserved under the Client's name, whether reservation is made in person, by phone, by email or any other means. Client assumes all responsibility for any persons participating in any activity relating to the Rental (each referred to as "Guest" hereafter). Clients and Guests shall not act in any manner which conflicts with laws, ordinances, orders, requirements, rules, or regulations of the Fire Department of New York, or Board of Health, or any other governmental department or agency having jurisdiction. Client acknowledges and agrees, on behalf of itself and its Guests, that any use of the Facility, including all activities relating to the Rental, is done at their own risk and that SS&T disclaims any and all liability arising out of such use except to the extent caused by SS&T's gross negligence or willful misconduct.

SS&T strives to maintain a safe and professional environment at the Facility and therefore reserves the right to deny access, suspend or evict any individual(s) who engage in disrespectful, disruptive, destructive, dangerous, intimidating or offensive behavior towards other Clients or SS&T staff, or whose conduct is otherwise deemed by SS&T staff to be in violation of this Agreement. The Facility's mandate is to provide professional studio space primarily for the entertainment community. As such, Client acknowledges that the Facility is not equipped to accommodate activities relating to physical or mental health treatment, including physical/occupational therapy, athletic conditioning, mental health and social work services, massage, acupuncture or otherwise.

1. Client shall notify SS&T of the specific purpose of each Rental (including the title of the applicable project, if any) at the time of scheduling said Rental.
2. Client agrees, on behalf of itself and its Guests, that they may be recorded for security purposes at SS&T.
3. Client is financially responsible for any damages to the Facility or any equipment located therein resulting from Client or Guest activities at the Facility. Without limiting the foregoing, SS&T reserves the right to evaluate damages and charge Card for whatever expenses may be incurred in the repair or replacement necessitated by said damages.
4. Rental is limited to the scheduled period only. Early and overtime access to Rental shall be arranged in advance and is subject to additional charges determined by SS&T. SS&T reserves the right to reassign Client to a studio of equal or greater value without notice.
5. Casting Rentals are subject to additional protocols and restrictions, as specified by SS&T. Without limiting the foregoing, any castings held at the Facility by Client must be by appointment only. SS&T reserves the right to charge additional fees or apply restrictions, including eviction, for casting Rentals. Casting Rental Clients must limit number of Guests outside of Rental studio to 4 or less, and limit wait time for Guests to 30 minutes or less.
6. Client may not remove piano from studio or place food or beverages on the piano. Client and Guests assume all risk arising out of moving or attempting to move the piano on their own. Alternatively, Client may ask SS&T for assistance with moving the piano.
7. Clients and Guests must remove all trash and recyclables from the Rental studio and place in central disposal bins.
8. Clients and Guests may not have deliveries made to the Facility without the prior consent of SS&T staff.
9. SS&T reserves the right to refuse admittance to any individual or organization, within the limits of New York State law.

