



John Strasberg Studios

RENTAL AGREEMENT

All clients & or representatives of any group renting space from John Strasberg Studios must first speak to a studio representative, then read and sign this policy. You are responsible for passing this information to your people. John Strasberg Studios is not liable for any injuries sustained on the premises. John Strasberg Studios is not responsible for any personal property stored, temporarily, or monthly. (Storage fees do not represent insurance against theft.)

Payment Policy

All payments will be paid before using the space, unless an invoice is being sent. All first time clients will be asked to pay cash. All new clients are required to hold the space with a credit card, & pay cash upon arrival. If the client does not pay upon arrival, the client's credit card that is on file will be charged the full amount.

- We accept cash, money orders, major credit cards, bankcards or certified checks. (Personal and company checks are acceptable with management approval.)
- When a client has established an account with us they may pay by check. No third party checks will be accepted.
- There is a charge of \$35.00 for any returned checks, plus the check amount.
- Deposit rental fees, and monthly payments will be paid by the date stated on the invoices or a verbally agreed upon by management.
- Late fees will be assessed on late payments; late deposit fees will require payment in full immediately.

Cancellation Policy

Space must be canceled on time in order to receive credit, deposit refunds, and to avoid being charged the full amount for the space late canceled. "If we are able to sell the space late canceled we will return any deposits or not charge the client for the full amount (at the management's determination only.)

ALL CLIENTS WHO CANCEL MUST MAKE NOTE OF THE DATE, THE TIME, AND WITH WHOM THEY CANCELED IN ORDER TO RECEIVE CREDIT.

- 24 hrs or more is required for bookings of 1-3 hours.
- 72 hrs or more is required for bookings of 3.5-7.5 hours
- 7 days or more is required for bookings of 8 hours or more in one day.
- 72 hrs or more is required for all regular clients that we hold space for on a regular basis.
- 2 weeks cancellation required for a 5 or 6 day (6-8hrs per day) or a 6+ week advance booking.

John Strasberg Studios
555 Eighth Avenue, Suite 403, New York, NY 10018
Telephone: 1.646.435.7867 Outside of NY Toll-free: 1.877.488.1571 Fax: 1.212.780.1991
Web site: www.johnstrasbergstudios.org
E-mail: administrator1@johnstrasbergstudios.org

Procedure Policies

All persons will check in at the office desk unless otherwise directed. All persons entering the building must be in compliance with established fire regulations, and other regulations imposed by government bodies. Stairways must remain clear in compliance with fire codes.

- Studios must be vacated on time. Set-up, breakdown, cleanup, pack-up are all included in the reserved time. "All day" bookings must be prepared to vacate the studio 5 minutes before the hour.
- The client is responsible for set-up and breakdown of all chairs, tables, music stands including all equipment rented from John Strasberg Studios or otherwise. This must be done within the allotted time of the studio rental.
- The studio is to be left in neat condition. Trash in trash cans, chairs and tables put away, and checked for personal belongings. You will be held legally responsible for any damages.
- Exact use of space must be explained to management. Amplification of music, drums, and any electrical equipment must be cleared when booking space.
- Loud or excessive noise is prohibited.
- Dancing in black-soled boots is prohibited. Tap dancing is prohibited.
- Bathroom keys must be accounted for; no changing allowed in bathrooms.
- The hallways are not to be used as waiting areas or for rehearsing.
- If a representative or group should violate any items of this agreement, John Strasberg Studios will have the right to terminate their occupancy immediately.

Signature of Agreement

After you have spoken to a studio representative, please sign and return this document with your payment to John Strasberg Studios.

If you have any questions or concerns, please contact us immediately.

AUTHORIZED SIGNATURE RESPONSIBLE FOR RENTAL:

PRINT NAME HERE: _____

SIGN NAME HERE: _____

COMPANY NAME: _____

DATE: _____

Thank you for choosing John Strasberg Studios for your rental needs.

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