Studio Rental Contract

Contents

Rental Agreement Procedures 2
Rental Rates 2
Insurance Requirements 2
Use Guidelines 3, 4
Dancers Workshop Studio Rental Agreement...5
Liability Statement 6

For additional information on studio rental, to submit a rental application, or to inquire on availability of a studio, please contact:

Dancers Workshop
11150 Research Blvd, Suite 107
Austin, TX 78759
(office located in Suite 205)

512.349.7197
info@dancersworkshopaustin.com
Emergency contact phone numbers - Nate @ 512.422.9333

Rental Agreement Procedures

All Dancers Workshop Studio rentals are arranged through the Rental Coordinator listed on the front of this packet. Please contact the office to confirm availability before submitting this application. Once you have confirmed that availability for the dates and times you requested, please submit this completed contract, with appropriate security deposit, directly to the Rental Coordinator.

Your reservation is not guaranteed until your contract and payment/deposit has been accepted.

Rental Rates

All rates are per hour unless otherwise noted. Two hours minimum rental required.

Studio	***Hourly Rate***	***Dimensions***
A	$60	36′ x 38′
B/C	$55	36' x 38'
H	$55	20' x 60'
D/E	$65	28' x 64'
F/G	$65	30' x 72'
I	$55	20′ x 60′

Security Deposits and Rental Fees

- For One-Time Use Renters:
  - A $150 refundable Security Deposit will be required for a one-time use when total rental cost exceeds $150, or when a facility manager is scheduled to be on the premises during studio use.
- If the total rental cost does not exceed $150, there will be a $50 Security Deposit.
- Summer Weekly Renters: A $150 refundable Security Deposit along with the signed contract will be required to secure studio rental.
- For Multiple-Use Renters: A $150 refundable Security Deposit along with the signed contract will be required to secure studio rental.
  - For non-Monthly Renters - Rent is due 7 business days prior to studio rental.
  - For Monthly Renters - Rent is due by the 1st of the month.
  - ***You must notify the Rental Coordinator, in writing or email, a minimum of 72 hours in advance to cancel studio rental day/time. You will be financially responsible for that day and time of studio rental if we do not receive advanced notice.***
  - ***If you go past your agreed upon time without communicating with the Rental Coordinator in advance, you will be billed automatically.***

Insurance Requirements

Any single use applicant renting over three hours or applicant wanting to rent studio space on a regular basis, must provide a Certificate of Insurance naming Dancers Workshop as the Certificate Holder. The Certificate of Insurance must provide coverage for the whole term of the Lease Application. Dancers Workshop reserves all rights to accept or deny proposed coverage based on type, limits, and the named underwriter.

Dancers Workshop Studio Use Guidelines

Use of the Dancers Workshop studios is contingent upon the renter's understanding, acceptance, and adherence to the following policies. Please review and initial these policies. If your application is accepted, a copy of these policies will be returned to you with confirmation of your rental. If you have questions, concerns, or need further clarification, please contact Dancers Workshop.

Before the event:

- Any changes that you need after your contract has been signed must be approved by the Rental Coordinator in writing.
- All rentals must be paid in full in advance. A deposit is due at the time of contract signing. The balance of the rental fee for a one-day rental is due the last business day before the day of the event. The balance on multiple-day rentals is due in advance paid monthly by the 1st of the month.
- Please note (and notify your dancers, if necessary) that appropriate shoes are required. No black-soled tennis or aerobic shoes are permitted in the studios. Heels should be free of protruding nails and any taps must be firmly affixed to shoes.

Day of the Event:

- The person whose name is on the contract as renter must be the first person in the door on the day of the event, and must remain on site throughout the entire event. Only the authorized renter or approved agent may operate the sound system.
- **The renter and/or their group may only access the studio that is rented and stated in this contract. Access to any other studios or areas of the studio is prohibited without prior written consent. (i.e. - If you are renting Studio H or Studio I you may not access the "Main" studio area. If you are renting a studio in the Main then you may not access other studios.) We have a security system that monitors all doors and some alarms may be set for different times.**
- **Rental Times - Oftentimes we are fully booked and your time may back up to another renter or staff member. Please be mindful of your designated rental time slot. If you need to adjust your time, please reach out to the office to check for availability. Again, all doors are monitored and some studios have alarms that automatically set at a certain time so you must only use the space as agreed upon in advance**.
- If another group is scheduled in the dance studio immediately before yours, please wait in the lobby until your rental time begins.
- Dancers Workshop is not responsible for accidents, injury, illness or loss of group or individual property. Please remind all participants to take safety precautions. **If there is an accident, injury, theft, or other incident, immediately notify Dancers Workshop staff in person by phone. Emergency contact is list on cover page.**
- Groups with minors (under age 18) must provide an adult supervisor at a ratio of 1 to every 20 minors. ***Do not leave minors unattended in the studio or in the lobby areas. Do not allow children to play on or hang from the barres.***
- ***Dancers Workshop Educational Tools (wands, ringed ribbons, dots, etc.) are property of Dancers Workshop and may not be used by any renters or their guests. You will be financially responsible for any damage to any Educational Tools.***
- Do not put tape down on the floor. It pulls up the finish and damages the surface.
- Do not affix anything to the mirrors or windows.
- Do not drag tables or chairs across the dance floor.
- Do not post anything on the bulletin board without prior approval.
- **Bottled water is permitted in the studio but should be kept along the walls (not under the barres). No other food or drinks are permitted.**
- Animals are not permitted in the building, with the exception of service dogs assisting persons with disabilities.
- Alcoholic beverages are not allowed on the premises at any time.
- Smoking is not permitted in the building at any time or within 15 feet of any entrance.
- Fire (including candles, incense, and matches) is not permitted in the dance studio.

During the Event:

- Unless otherwise agreed upon, Dancers Workshop studios cannot accommodate an audience. Guests should wait outdoors or in the lobby.
- If you wish to videotape or photograph, you assume all responsibility for legality of taping, including securing appropriate releases from performers and from copyright holder, in the case of copyrighted music, scripts, or choreography.

After the Event:

- **Please exit promptly. There may be a group or class scheduled right after yours.**
- Please remove all personal and group belongings that you brought to Dancers Workshop.
- Make sure the stereo equipment and lights are turned off when you leave.
- If you are a regular renter and have been issued a key code for the door, please all doors are closed securely before leaving.
- If you noticed any problems with the facility or equipment, please notify the Rental Coordinator at 512-349-7197.
- Refund of the dance studio deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage and debris. Events that run over the permitted time will be charged appropriate rental fees in minimums of 30-minute increments. This will be deducted from the security deposit.
- Evidence of food or drink being taken into the studios may result in automatic forfeit of the security deposit.
- In the event that all or part of the security deposit is being retained, renter will be mailed written notice of the fees assessed within one week of the event.
- Assuming the studio is left in good condition, security deposits paid by check will be refunded by mail to the renter in the form of a check, approximately one to two weeks after the event.

If a representative or group should violate any terms of this contract, Dancers Workshop will have the right to terminate their occupancy immediately.

I have read, understand, and agree to abide by the policies listed above in the Dancers Workshop Studio Rental Contract.

Renter's Signature _____ Date_____

Renter's Name (printed _____

Organization Name_____

DANCERS WORKSHOP RENTAL CONTRACT

Contract must be accompanied by the appropriate deposit and signed Studio Use Guidelines from this packet. Reservation is not guaranteed until you receive written confirmation from the Rental Coordinator.

Renter's Contact Information:

Renter's name (must be a person):
***Please note:** The person named here on the Rental Agreement is responsible for the permitted event and must be the first person to arrive on the day of the event and must stay onsite the entire time.

Organization Name (if applicable) _____

Street address Apt. or Suite # _____

City, State, zip code _____

Day Phone/ Evening Phone _____

E-Mail Address _____

Rental Details:

- Day/Time of Rental _____
- Studio Rental Location _____
- The hourly studio rental rate _____
- *The studio rental coordinator must have written notice of cancellation a minimum of 72 hours in advance or you will be financially responsible for that scheduled day and time of studio rental (including Holiday weekends).*
- Additional Event Information:

DANCERS WORKSHOP LIABILITY STATEMENT

In submitting and signing this agreement, I certify I have read, understand, and will abide by the facility rules and regulations set forth. I certify that the use detailed on the event description is in compliance with Dancers Workshop rules and regulations and certificates of insurance requirements. Renter/Agent hereby agrees to hold Dancers Workshop and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense, arise out of negligent acts or omissions of Renter/Agent. I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to Dancers Workshop shall be compensated within seven days. I agree that this reservation is granted with the understanding that Dancers Workshop may cancel when the facility is needed for Dancers Workshop programs.

Full payment must be received by the last business day before your event for one-day rentals and paid monthly in advance for two or more day rentals. Failure to submit payments by the designated date will result in loss of the contract and the room/area will be released. It is my responsibility to notify Dancers Workshop of any cancellations or revisions on my part a minimum of 10 days prior to the reservation date. Failure to do so may result in my fees/deposit being withheld.

Renter's signature _____ **Date** _____

Renter's name (printed) _____ **Date** _____

PATRONS WITH DISABILITIES AND NON-DISCRIMINATION STATEMENT

I understand that, pursuant to the Americans with Disabilities Act, Dancers Workshop will make reasonable efforts to accommodate persons with disabilities. I understand that Dancers Workshop and at least one adjacent restroom is wheelchair accessible. If I become aware that someone in my group or audience requires some other special accommodations, I will notify the Rental Coordinator at least 5 days in advance of the event.
I understand that if my event is open to the general public, I may not prohibit any audience member because of race, religion, creed, color, gender, sexual orientation, age, (persons 40 years of age or older), disability, national origin or any other basis to the extent prohibited by federal, state, or local laws.

Renter's signature _____ **Date** _____

Renter's name (printed) _____ **Date** _____