

SERENDIPITY ACTING STUDIO FACILITY RENTAL

Applicant name: _____

Address: _____ Phone: _____
Cell phone: _____ Email: _____

Event being held: _____

Event date: _____ Start time: _____ End time: _____

Start time and end time should reflect the time required for set up and clean up, not just the hours of the event itself

Deposit and payment: \$150 security deposit required to reserve the space for rental. Rental fee is \$75 for the first two hours and \$25 per hour thereafter. The reservation time period must include all set up and clean up. Any extension of the reservation time period will result in the applicable charges

Cancellation: Cancellations fewer than 7 days prior to the event will result in the loss of the \$150 security deposit

Damage and cleaning: Any excessive damage or mess which requires repair or cleaning that exceeds the \$150 deposit will be billed directly to the renter.

FACILITY RENTAL AGREEMENT CONDITIONS

By signing below I agree to the following terms and conditions and verify that I am solely responsible for this rental, including all applicable charges, and communications with Serendipity Acting Studio:

- The use of the facilities shall not include business, commercial, personal or fundraising activities without the prior approval of the studio owner
- Applicant must be 18 years or older and must be present during the entire rental period. The renter whose name and address appears on the application is responsible for all aspects of the rental.
- Renter must remain physically present in the Studio at all times during the term of the rental period
- There is a maximum occupancy of 100, be mindful of this before sending invitations or advertising your event
- Food and drink must remain on the work floor area of the studio and is forbidden from the performance floor space. Any damages done to the performance flooring will be the responsibility of the renter. It is the responsibility of the renter to communicate this guideline with event guests. There is no alcohol allowed. There is no smoking allowed.
- All outside entertainment or vendors must be pre-approved

- The studio provides 15 chairs, additional seating is the responsibility of the renter. Decorations may be attached to the walls with tape or sticky tack only. Studio decor may not be altered or moved without prior consent. Usage of the theatrical lighting in the studio must be cleared in advance of the event. Fluorescent work lights illuminate the entire studio space. Theatrical lighting is restricted to the performance floor space.
- Renter may not bring candles (except for birthday candles) or other flammable materials into the Studio space.
- Loud bands or other groups that create excessive noise which disturbs other tenants are prohibited by the building owners.
- Renter agrees to remove all belongings and place all trash in the property trash receptacles (located down the sidewalk in front of Fastenal)
- Renter agrees to hold harmless Serendipity Acting Studio, its officials, and employees from any claim or course of action brought by the renter, his agents, employees or guests arising from the use of the facility.

I have read and agree to the rental conditions.

Renter (print name): _____

Signature: _____

Date: _____

Office use only:

Deposit received _____

Check # _____

Date received _____