



# Studio Party/Event Rental Agreement

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### EVENT INFORMATION:

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event (please circle one): Birthday Shower Reception Meeting Other: \_\_\_\_\_

Estimates # of Attendants: \_\_\_\_\_ Alcohol being Served: NO YES

Guest of Honor's Name: \_\_\_\_\_ Age: \_\_\_\_\_

### RENTAL FEE & DEPOSIT:

**Studio 1023:** Size: 900 sq ft (Smaller) \$100 for 3 hours Additional Hours: \$15 per hour Deposit: \$25

**Studio 1035:** Size: 2,500 sq ft (Larger) \$200 for 3 hours Additional Hours: \$25 per hour Deposit: \$50

**Alcohol Deposit:** Additional \$50 Deposit is required if you plan to serve alcohol.

*\*Your party time should include all the time needed to set up and clean up your party. The deposit will be refunded by check within 10 days after your party if the studio is left clean with no damages. If you do not pay an alcohol deposit and we find out you served alcohol, you will automatically forfeit your entire deposit and incur charges.*

### RESERVATIONS:

Studio Deposit: \_\_\_\_\_ Alcohol Deposit: YES NO Total Deposit Required: \_\_\_\_\_

Deposit Paid by: Cash Check # \_\_\_\_\_ Charge Date: \_\_\_\_\_

Party Fees: Rental Fee: \$ \_\_\_\_\_ + Add Hours: \$ \_\_\_\_\_ = Total Amount Due at Party \$ \_\_\_\_\_

This contract represents a rental agreement between Street Beatz Studio and the Lessee. The Lessee agrees that they have fully read the Studio Party/Event Information & Rules form and understand its contents. By signing this form, they agree to abide by all of the said policies during their event. The Lessee must be present at the studio during the entire event time and agrees that they are fully responsible for their guests/participants during their event/party. If the Lessee hires a Party Peep, they understand that Street Beatz Studio is NOT responsible for their actions or promptness. The Lessee also releases Street Beatz Studio from any liability that may arise from the Lessee's use of Street Beatz Studio's facilities and is required to have EVERY participant sign a Liability Waiver.

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>STUDIO USE:</b> On Calendar: _____ Set Up Info Sent: _____ Party Reminder Email: _____ Condition: _____ Refund Amount: _____ Check#: _____ Date Sent: _____
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# Studio Party/Event Information & Rules

Street Beatz Studio's venues can be booked for parties, events, showers, receptions and workshops. All events will be booked for a minimum of 3 hours. Extra hours are available at a discounted rate. We require a deposit at the time the event is booked. You must cancel your event at least two weeks in advance to have your deposit refunded. You can reschedule your event within the two week for a \$25 charge, but must speak with a Street Beatz representative about availability.

## Venue Pricing

<u>Studio 1023</u> - Smaller: 900 sq ft	\$100 for 3 hours	Additional Hours \$15 per hour	Deposit: \$25
<u>Studio 1035</u> - Larger: 2,500 sq ft	\$200 for 3 hours	Additional Hours \$25 per hour	Deposit: \$50

Additional Deposit Required for Parties Serving Alcohol: \$50

Events may be booked online, in person or via email. Deposit must be paid within 2 days of booking or it will be removed from the schedule. Your full rental fee is due the day of your event, prior to your party. If the studio is left clean and has no damages, you will receive a refund check within 10 days of your party.

## Studio Rental

### Event Date & Time

- You can choose any day or time frame for your event that the studio is not already booked. Please see our online calendar for dates and times that are available. You can register and book online or contact [lisa@streetbeatzstudio.com](mailto:lisa@streetbeatzstudio.com).
- The hours you book for your event must include time for set up, decorating and clean up. For example, if you are having a party from 6-8, we suggest you book the studio from 5:30 to 8:30 to allow yourself enough time to set up and clean up.
- On your event day, a Street Beatz Studio representative will meet you at the studio about 10 minutes before your rental time to unlock the door, collect rental fees and answer any questions you may have. We will then come back about 10 minutes prior to your event end time to walk-through the studio to check for damages.

**Street Beatz Studio requires that the lessee is on-site at all times during the rental period.** You are also required to have every participant sign a Liability and Photo Waiver if hiring a Party Peep.

### Party Peeps:

If you are hiring a Party Peep for your party, please know that they are NOT employees of Street Beatz Studio. You are hiring them separately and must pay them directly. Please make sure you and your Party Peep have a clear understanding as to what time they are to arrive, how long they will stay, how much they charge, what their fees include, etc. We strongly suggest that you call your party peep the day before your event to confirm that they will be there. Street Beatz Studio is NOT responsible if your Party Peep doesn't meet your expectations, cancels, or just doesn't show up.

### Participants:

Every participant in your event must sign a liability release if you are hiring a Party Peep. You are also responsible to make sure your participants follow the studio rules and do not disturb the other businesses. There is no loitering in the parking lot and they must abide by the parking rules.

## Studio Information & Rules

### Studio Staff Member:

Street Beatz Studio will NOT provide a staff member at the studio during your event. Once we come meet you to unlock the door, you, the Lessee, become responsible. We do have a security cameras in the studio that we can use to occasionally check in on your party.

### Studio Time:

Street Beatz studio will sometimes be booked back-to-back hours so you cannot extend your time without prior written consent. You must be cleaned up and out of the studio by the end time you put on your rental agreement.

### Venues:

Because Street Beatz Studio offers two separate venues in the same shopping center, you want to make sure you inform your guests which studio you will be using. They are clearly marked with signage on the outside of the building as Studio 1023 & Studio 1035.

**Parking:**

Please inform your participants/guests that there are marked parking spaces for Street Beatz Studio in front of the door marked SBS. You and your guests are NOT allowed to park in any other marked parking space. There are many unmarked spaces in the parking lot and those are available for parking at any time

**Rearranging Furniture:**

If you need to rearrange anything in the studio, you must put it back the way you found it. The front desk can be pushed back against the wall to gain more space in the lobby. If you do not return items back to their original location, money will be deducted from your deposit.

**Extra Table, Chairs and Equipment:**

You are NOT allowed to provide your own tables/chairs for your event at the studio, as some items can damage the dance floor. We do have additional tables/chairs for use in the larger studio, but we need to know prior to your party. There is no charge if you set them up and put them away yourself, just be sure you book enough studio time to do so. Any damaged caused to or by using these items will be deducted from your deposit.

**Emergencies:**

We do NOT have a studio phone. For any urgent issue that might compromise the structure or safety of the studio or the building, please call the Street Beatz Studio contact. For accidents, health crises, criminal activities, or fire, call 911 first, then the Street Beatz Studio contact.

**Video Camera:**

Street Beatz Studio has live streaming video cameras installed that may be used on occasion to check in on party to ensure you are following the rules. This camera will not and cannot be used for any other purpose.

**Stereo & Disco Lights:**

The person who is responsible for renting the studio will need a brief lesson in working the stereo system and disco lights and is the ONLY person authorized to touch it during your event. The stereo system has an auxiliary cord and iPhone/iPad cord to hook up your music. You also have access to the disco lights in the dance studio area for your events. Please use the remote to turn them on and off and make sure you leave the remote where you found it. Any damage or missing equipment will be charged to the party host and will be very expensive.

**Shoes:** Only soft-soled, non-marking, CLEAN shoes are allowed on the dance floor.

**Food / Beverages:**

You can bring in your own food and alcohol for your event. If you are having alcohol at your party, we require an additional \$50 deposit. We encourage you to keep food out of the dance studio area but realize that will not always be possible. Please keep it to light snacks on the dance floor and heavy food in the waiting area. Any spills should be cleaned up immediately, as you will be responsible for any damage to the dance floor.

**Smoking/Incense/Flames:** No smoking anywhere inside the building. Guests can smoke outside right out the back door of the venue. Please make sure the cigarette butts are disposed of properly. If they are not, we will deduct a portion of your deposit.

**Decorations:**

Any decorations need to be constructed in such a way that they can cause no damage to the dance floor or walls. If you choose to hang items on walls or from the ceiling, you may not cause any damage from tape, pins, etc. Any damage to walls, mirrors, or floor will be the responsibility of the party host.

**Housekeeping:**

The lessee assumes responsibility for returning the studio to its original condition before they leave and will need to dispose of the trash they create. Street Beatz has a garbage can for your waste, but you are responsible to remove it from the studio and put in the garbage area. Cleaning supplies will be provided. Please sweep/vacuum, clean mirrors, bathrooms, etc. If Street Beatz Studio feels that the studio is left in poor condition you will not receive your deposit back and may be charged additional damages.

**Damage:**

Lessee will assume full responsibility for any damage caused to any part of the entryway, studio, waiting room, bathroom, stereo equipment, floors, windows, mirrors, walls, ceilings, etc. sustained during the renter's scheduled studio time. Lessee agrees to pay in full for repair or replacement of any item or structure damaged by the renters or by performers, collaborators, or guests invited to Street Beatz Studio by the renter. Full payment for damage will be made within ONE MONTH of the damage or the damages will be turned over to the collection agency and a fee of 40% will added to your total. If the studio is left clean and there are no damages, you will receive a refund of your deposit via mail within 10 days after your party. No matter how you paid your deposit, you will be refunded by check.

**Belongings:**

Please check the studio, waiting area, bathroom and kids loft for any of your participant's belongings before you leave the building. Left items are not the studio's responsibility.

**Studio Problems:**

If you have any issues with the studio, like maintenance or stereo problems, or issues with other instructors, please contact email the studio manager at [lisa@streetbeatzstudio.com](mailto:lisa@streetbeatzstudio.com). We'd like to know about them before they escalate.