



## STUDIO RENTAL AGREEMENT FORM

### RENTAL AGREEMENT PROCEDURES

Thank you for choosing to host your event here with us. All I-Inspire Studio rentals are arranged through the studio Owner or General Manager. Please confirm availability before submitting this agreement. Once you have confirmed that availability for the date(s) and time(s) you requested, please submit this completed agreement, with appropriate security deposit, directly to the Studio Owner or General Manager. Your reservation is not guaranteed until your agreement and deposit have been accepted.

### RENTAL RATES

All rates are per hour cost unless otherwise noted. Discounted rates, where offered, are based on frequency of rental and/or the amount of space used. Long-term discount rates are negotiable. Inquire with the Studio Owner or General Manager.

### SECURITY DEPOSIT/RENTAL PAYMENT SCHEDULE

A non-refundable security deposit will be required on the day of signing the contract for rental of the facility. The deposit is at least half of the total agreed rental rate (minimum of \$250). **THE REMAINING BALANCE OF YOUR RENTAL IS DUE 7 DAYS BEFORE YOUR EVENT UNLESS THERE ARE MORE THAN 2 PAYMENTS ARRANGED.**

### I-INSPIRE STUDIOS USE GUIDELINES

Use of I-Inspire 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 the Studio Owner or General Manager at the phone number listed below.

**\*\*LESSOR AGREES THAT THIS IS A PRIVATE/INVITE ONLY EVENT THAT IS NOT OPEN TO THE PUBLIC.\*\***

**\*\*I-INSPIRE DOES NOT ALLOW CLIENTS TO LEASE STUDIO SPACE FOR REHEARSALS WHERE THEY CHARGE CLIENTS TO TAKE A THEIR CLASS.**

LESSOR'S INITIALS \_\_\_\_\_ RENTER'S INITIAL \_\_\_\_\_

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### **BEFORE THE EVENT**

- Any changes after you have submitted your application must be approved by the Studio Owner or General Manager in writing.

### **DAY OF THE EVENT**

- The person whose name is on the application 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.
- I-Inspire Studios 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, illness, theft or other incident, immediately notify I-Inspire Studio staff in person or by phone at 404-937-6545.
- Groups with minors (under age 18) must provide an adult supervisor at a ratio of 1 for every 20 minors. Do not leave minors unattended in the studio.
- Do not drag tables or chairs across the dance floor.
- Animals, with the exception of working service dogs assisting persons with disabilities, are not permitted in the building.
- Smoking is not permitted anywhere in the building. The designated smoking area is outside in the front of the building.
- Hookah Is allowed but NO marijuana
- If a representative or group should violate any items of this agreement, I-Inspire Studios will have the right to terminate their occupancy immediately.
- NO stickers, Nailing, Drilling, on floors and walls

### **AFTER THE EVENT**

- Remove all personal and group belongings that you brought into I-Inspire Studios
- Make sure the sound equipment is turned off when you leave.
- If you noticed any problems with the facility or its equipment, please notify the General Manager at 404-937-6545 ext. 710, so we can repair the problem as soon as possible.
- Refund of deposit (if applicable) is contingent upon the renter vacating the premises at the agreed time and leaving the facility free of damage and/or 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 (if applicable).
- In the event that all or part of the security deposit is being retained, renter will be mailed a written notice of the fees assessed within one week of the event.

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- Assuming the dance studio and furniture is left in good condition, refundable 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.

### **I-INSPIRE STUDIOS 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 I-Inspire Studios rules and regulations and certificates of insurance requirements. Renter/Agent hereby agrees to hold I-Inspire Studios and individual members thereof, all officers, agents, and employees free and harmless from any injury, 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 I-Inspire Studios property shall be compensated within seven days. I agree that this reservation is granted with the understanding that I-Inspire Studios may cancel when the facility is needed for I-Inspire Studios programs. Full payment must be given upon arrival for one-day rentals and 10 days prior to 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 I-Inspire Studios of any cancellations or revisions on my part within 10 days prior to the reservation date. Failure to do so may result in my fees being withheld.

### **PATRONS WITH DISABILITIES AND NON-DISCRIMINATION STATEMENT**

I understand that, pursuant to the Americans with Disabilities Act, I-Inspire Studios will make reasonable efforts to accommodate persons with disabilities. I understand that I-Inspire Studios 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 Studio General Manager at least 7 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.

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I-Inspire Studios \* 1735 Defoor PL. NW ATLANTA, GA 30318 \* (877)-432-6230

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Event Name:	
Event Date:	
Event Time:	

**\*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.

Renter's Name:	
Organization Name:	
Street Address:	
City/State/Zip:	
Phone:	
Email:	

Agreement must be accompanied by the appropriate deposit and signed Studio Use Guidelines from this agreement packet. Reservation is not guaranteed until you receive written confirmation from the General Manager.

TOTAL RENTAL FEE: including event space + Security Fee	DEPOSIT RECEIVED DAY OF CONTRACT SIGNING:	REMAINING BALANCE DUE 7 DAYS BEFORE EVENT

Security Fee: \$250

LESSOR'S SIGNATURE: \_\_\_\_\_

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I-Inspire Studios: \_\_\_\_\_

**AREA RENTED**

Studio A	Studio B	Studio C	Studio D	Studio E

**TABLES/CHAIRS**

60inch Round Table	8ft. Rectangle Table

**\*\*I-Inspire Studios DOES NOT PROVIDE TABLE COVERS/LINENS\*\***

EST. NUMBER OF GUESTS

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