

# Theatre Row Studios Rental Agreement & Policies

Renter Name / Organization: \_\_\_\_\_

Studio / Date / Time: \_\_\_\_\_



By signing this agreement, the Renter acknowledges and agrees to the following:

## 1. Payment & Fees

- Payment is due on or before the start of the reservation via Stripe (online), cash, or check payable to Theatre Row Studios.
- A \$20 refundable key deposit, driver's license, or government issued I.D. is required and will be returned at the end of the reservation upon return of key.
- Any returned checks will incur a \$50 fee.

## 2. Cancellations & Refunds

- >48 hours before reservation: full refund.
- 24–48 hours before reservation: 50% refund.
- <24 hours or no-show: no refund.
- Refunds for discounted and block bookings are offered on a case-by-case basis at the discretion of Theatre Row management.

## 3. Rescheduling & Credits

- Rescheduling requests received >24 hours in advance will be approved at Theatre Row management's discretion and are subject to availability.
- Credits may be offered in lieu of refunds, valid for up to 30 days, non-transferable, and subject to adjustment by management.

## 4. Check-In & Studio Access

- Check in at the Studio Desk (411 W 41<sup>st</sup> Street) for reservations between 10am-5pm Monday through Friday
- Check in at Stage Door (407 W 41<sup>st</sup> Street) for reservations after 5pm Monday through Friday and on weekends.
- Access is allowed up to 15 minutes before start time.
- Please vacate the studio promptly at the end of your scheduled time. Be sure to leave enough time to reset your room before leaving.

## 5. Studio Use

- Each studio is equipped with tables, chairs, music stands, and an upright piano. Additional equipment is not provided.
- Theatre Row does not supply props, instruments, or other rehearsal materials.

## 5. Self-Tape Package

- Two soft box lights, a tripod with a ring light, and a portable speaker are available to rent at an additional charge of \$10/hour (see Self Tape Package Rates on the price sheet).
- The package is available for rent from 10am-6pm Monday through Friday.
- If the package is returned with damaged or missing items, renters will be charged for the full cost of the repair or replacement of the items.

## 6. Overtime

- Overtime access is subject to availability and billed in 30-minute increments at the standard hourly rate.

## 7. Room Assignment

- Theatre Row Management retains the right to reassign reservations to other studios of equal or larger size as needed.

## 8. Late Arrival

- Reservation times will not be adjusted due to late arrivals.
- Full payment is required regardless of late arrivals.

## 9. Cleaning & Studio Condition

- Please leave the studio clean and orderly, dispose of trash, return furniture, and remove belongings.
- Excessive mess in the studios may result in cleaning fees.

## 10. Conduct

- Management may terminate a reservation without a refund for policy violations, damage, or disruption.

## 11. Damage & Liability

It is agreed that Theatre Row Studios is to be held harmless from and against any and all actions, claims, or demands by third parties based upon acts, defaults, or omissions of the undersigned Renter, its employees, invitees, or independent contractors or otherwise based on or arising out of the use of rental spaces. If any damage is caused to the Studios or the Building, or any portion thereof, or to any property belonging to Theatre Row or any other tenant or occupant of the Building, whether located within the Studios or in the common areas of the Building, and such damage is caused by Renter or Renters' agents, employees, contractors, vendors, licensees, or invitees, then Theatre Row Studios shall have the right to repair and/or replace the same and Renter shall reimburse Theatre Row Studios, on demand, for all costs and expenses incurred in connection therewith.

Renter Signature: \_\_\_\_\_

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