

**LOFT 19 STUDIOS, LLC**  
**STUDIO RENTAL CONTRACT**  
TEL: (602) 430-3566 FAX: (623) 434-5003  
21618 N. 9th Ave. Suite A Phoenix, AZ 85027

**CLIENT INFORMATION**

Client Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

Date(s) Of Rental: \_\_\_\_\_

Studio(s) Requested:    1       2       3

Starting Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Discount(s): \_\_\_\_\_

Additional Fees: \_\_\_\_\_

**RENTAL RATES**

Total rental fee for the above period, not including overtime and other extra charges: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

(Credit Card or \$500 Deposit Required Per Day Rented, Refundable)

Method Of Payment: \_\_\_\_\_

(Check, Credit Card, Or Money Order)

Credit Card #: \_\_\_\_\_

Exp: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Balance Due: \_\_\_\_\_

(Balance Due, Including Overtime And Other Extra Charges, Required

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

At Conclusion Of Rental Period)

These terms and conditions form the rental contract (the "Rental Contract") between you ("Lessee") and Loft 19 Studios, LLC ("Lessor"), and apply to all studios rented by Lessee.

The undersigned has read and agrees to abide by all policies of the lessor and will assume responsibility for any damage done to the studio(s) or its contents during the rental period and occurring as a result of using facilities, including damage by attendees.

Furthermore, I, my vendors, agents, employees, and guests will attend and use lessor's facilities at our own risk. Lessor shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of lessor and we assume full responsibility for such damages. Lessor and its staff shall not be liable for any equipment, property, or personal belongings, whether rental or otherwise, which are used or left at lessor in connection with a rental. In consideration of being granted the right to use lessor's facilities, we hereby release and hold harmless lessor, its commissioners, employees, and agents from any and all claims, demands, or rights or action rising out of such use of lessor or its facilities.

This agreement shall be governed by the laws of the State of Arizona. Lessee agrees to jurisdiction over any dispute in the courts of the State of Arizona and to venue in Maricopa County, Arizona. Lessee is authorized to enter into this agreement. If for any reason Lessee does not have insurance coverage adequate to cover any damages to the studios and lost profits to Lessor, Lessee agrees to be liable for such damages.

I have read and understood the foregoing assumption of risk and release statement.

\_\_\_\_\_  
Signature Of Applicant

\_\_\_\_\_  
Date Of Application

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Organization

# RENTAL CONTRACT TERMS AND CONDITIONS

ALL RENTERS MUST PROVIDE LOFT 19 STUDIOS, LLC WITH THE SIGNED ORIGINAL COPY OF THIS FORM AND A CERTIFICATE OF LIABILITY INSURANCE STATING COVERAGE OF A MINIMUM OF \$1,000,000 AND LISTING LOFT 19 STUDIOS, LLC AS THE CO-INSURED/LOSS PAYEE. THE CERTIFICATE OF INSURANCE MUST BE RECEIVED NO LATER THAN 24 HOURS BEFORE THE FIRST DAY OF THE RENTAL. IF LOFT 19 STUDIOS, LLC DOES NOT RECEIVE THE CERTIFICATE IN TIME, CANCELLATION CHARGES MAY APPLY.

**RATES** The standard rates, Monday - Friday for Loft 19 Studios

Pre-light/prep days will be charged as half days (5 Hours).

**RESERVATIONS** To reserve a studio for the time stated above, this form must be returned or faxed with a credit card number that can be charged if needed in accordance with our cancellation policy.

**DEPOSIT** Deposits are required to cover any production/vendor costs that Loft 19 Studios might incur in preparation for a shoot. Deposits are required at least 7 days in advance of a shoot, or on the booking date if less than 7 days from the first rental date. The required deposit is \$500 for each day the studio is rented. The deposit will be applied to the rental total, and is refundable after the shoot if greater than the rental total and if no cancellation(s) have occurred. Valid methods of payment are check or money order for the deposit amount, or a valid credit card. An authorization for the deposit amount will be placed on the credit card for each day the studio(s) is to be rented.

**CANCELLATION POLICY**

Less Than 24 Hours Notice:	Per Day Reserved	Any discounts will not be applied to cancellation charges.
24 - 72 Hours Notice:	1/2 Per Day Reserved	
More Than 72 Hours Notice:	\$100 Cancellation Fee	

**PAYMENT** At the conclusion of the rental agreement on the last day, we will accept a check, money order, VISA, Mastercard, or American Express for the studio time rented as well as any overtime or other levied charges.

**WEEKENDS:** The use of a studio on Saturday or Sunday will be billed at an additional \$100.00 per day.

**CYCLORAMA:** The cyclorama must be returned to its original condition. Other paint colors, liquids, adhesives, materials, and/or damage that require repainting or repair will levy an additional charge no less than \$300.00.

**GARBAGE/TRASH:** The studio expects and will take care of a normal amount of waste produced from a shoot. However, in cases of extreme waste such as in uses of elaborate sets or large crews there may be an additional waste fee applied. This waste fee will be no less than \$50.00.

**STUDIO CLEANING:** The studio must be left clean and orderly. All furniture and items moved during the shoot must be returned to their original locations. In the event the studio is left in poor condition there will be a minimum \$100.00 cleaning charge.

**CONTINUOUS LIGHTS:** The use of "hot" or continuous lighting sources requiring larger than a standard 20 amp circuit and not powered by a rented generator, will be billed at an additional per day.

**STORAGE:** Large items delivered before paid shoot/prep date(s) may be stored at an additional \$100.00 per day. Items used on last shoot date that require overnight storage must be removed by 10:00 AM the following morning or incur a \$100.00 storage fee per day. The use of equipment that must be powered continuously such as refrigerators, freezers, etc., outside of the paid rental hours, will be billed at an additional \$100.00 per day.