



S.T.A.G.E. Space/Event Rental Agreement

This contract for the rental of S.T.A.G.E. is made this day, _____, by and between S.T.A.G.E., and _____, hereafter referred to as "Renter";

Whereas, the Renter desires to temporarily rent, occupy, and make use of the S.T.A.G.E.'s venue, located at 1106 Lupo Street Dallas, TX. 75208;

Whereas, S.T.A.G.E. agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall have access to and use of (___ Green Room, either ___ Studio A or ___ Studio B or ___ The Library) within the venue from _____ o'clock on _____, to _____ o'clock on _____, for the purpose of hosting the Renter's _____ rental/event. The Renter is also allowed access to the restrooms and the Green Room. The Renter is not allowed access to any additional studios without a rental agreement and an additional payment for a second studio.

A member of the S.T.A.G.E. tenured faculty, Board of Directors or Educational Coordinator will remain onsite during the entire facility rental.

2. A **\$50 is a non-refundable Security Deposit to secure the date(s) of the rental** will be applied to the rental charges upon final settlement of accounts.

3. A **\$100 refundable Damages Deposit is also required seven (7) days prior to the rental in addition to the rental fee**. The Damages Deposit will be returned to the Renter within 48 hours of the final date/time of the facility rental.

3.(a) The facility rental fee for the use of the venue described in numbers 1-3 above will be due to S.T.A.G.E. seven (7) days prior to the rental period described above, if payment is not remitted this contract is considered null and void.

4. S.T.A.G.E. is a facility used primarily for classes, workshops and meetings. If the Renter is interested in a multi-day rental, possessions belonging to the Renter must be removed from the studios at the end of each daily rental period.

5. S.T.A.G.E. is not responsible for any theft or damage of the Renter's equipment or personal possessions.

6. Renter is asked to be mindful of noise level while using the facility.

7. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it and return AC/Heat to reasonable occupant levels.

8. Upon Renter's completion of his/her obligations set forth above, S.T.A.G.E. will return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.

9. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, renter shall also be liable to S.T.A.G.E. for any legal fees, court costs, and other expenses associated with collection.

10. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that S.T.A.G.E. may incur as a consequence of the actions of Renter and any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. Renter shall provide a copy of their liability insurance policy 7 days prior to the rental of the facility.

11. Any disputes arising under this contract shall be adjudicated in S.T.A.G.E.'s local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Date(s): _____

Times: _____

Hourly Fee Per Studio: _____ \$10 for Members _____ \$25 for Non-Members

Total hours in space _____

Non-Refundable Deposit: \$50 **Refundable Deposit:** \$100

Total Rental/Event Fee due (7) days prior to facility rental \$ _____ ck# _____

Renter's Signature, date	S.T.A.G.E.'s authorized Agent Signature, date
Printed Name	Printed Name
Email/Phone	Email/Phone
Address, City, State, Zip Code	Address, City, State, Zip Code