

STUDIO RENTAL AGREEMENT

Today's Date:		Reservation Date:	
Business Name/Renter:		Your Name/Contact:	
Billing Street Address:			
City:	State:	Zip:	
Telephone:	Cell:	Fax:	
Website:			
Email:			

Lessor: Evalimi Photography Solutions
 Studio Location: 1328 Blue Oaks Blvd. Suite 100,
 Roseville, CA 95678

Studio # Requested: _____ Date Reserved: _____ Time: _____

Rental Price: \$ _____ Full-day Half-day Hourly

Scheduled Overtime: \$ _____ Video Meetings Events Discount

Extras: \$ _____ Check all that apply:
 Props Seamless Paper
 Backdrop Strobe lighting/accessories

: List specifics:

Cleaning Deposit: \$ 75.00 (Unused portion of cleaning deposit will be returned to Renter)

Total Deposit: \$ _____

Payment: Cash Received: \$ _____ Check: # _____ for \$ _____
 Credit Card: Mastercard Visa Amex Discover

Additional Insurance Required: Yes No
 (See Terms & Conditions)

I hereby acknowledge that I have read and accept the terms of this Studio Rental Agreement, including Studio Policies and Terms and Conditions.

RENTER:
 Signed: _____
 Print Name: _____

STUDIO POLICIES

1. Use of the studio is by reservation only, except for *rush* half-day studio rentals. Use of the studio requires the following in advance:
 - a. Signed Studio Rental Agreement
 - b. Payment of Rental Deposit
 - c. Signed Liability Waiver and Release(s) for all persons who will be in attendance in the studio.
 - d. Photocopy of Renter’s driver’s license (copy may be made at studio)
 - e. Certificate of General Liability Insurance may be required. (See Terms and Conditions below for more information)
2. Full payment of the Rental Deposit set forth on the front of this Agreement is necessary in advance to reserve and use the studio. All reservations are made on a “first come, first served” basis. Personal checks must be received long enough in advance to verify bank funds (bank verification not possible on weekends or after business hours).
3. A “Full Day” is 10:00 a.m. to 6:00 p.m., Monday through Saturday, excluding holidays. Other times and days are considered “Overtime” and will be charged accordingly.
4. A “Half-Day” is a four (4) hour period, either morning (10:00 a.m. – 2:00 p.m.) or afternoon (3:00 p.m. – 7:00 p.m.). Due to scheduling requirements, Half-Days will not be scheduled for other times.
5. Rental periods include time for unloading, setup, shooting, strike, cleanup and loading. Early entry or late departure will be charged at the Overtime rate.
7. Charges will be assessed for all additional props requested (that are not already in the studio) pursuant to the then-current fee schedule.
8. Renter is responsible for damage to and/or loss of any and all Basic Equipment, props and Extras present in the studio. (This includes flooring, ceiling tile or other facility related damages that occur during rental period)
9. Basic Equipment included with studio rental at no additional charge:

4-foot ladder, 3-foot ladder, large fan, rolling garment rack, Rowenta Ultra Steamer, 15-watt Ultra thin Hi-Fi Component System w/CD, Stereo & iPod connection, 1 set cart, assorted C-clamps and A-clamps, apple boxes, kitchenette, refrigerator w/ bottled water, kitchenette, posing stools and assorted hand tools available upon request. Wi-Fi Wireless Network Access also available upon request.

10. **Cancellation Policy:**

Cancellation of studio reservations must be made sufficiently in advance to permit Evalimi Photography Solutions a reasonable opportunity to rebook the studio to others. Cancellations less than 72 hours prior to the start of the reserved time will result in the following charges:

<u>Notice of Cancellation</u>	<u>Refund</u>
More than 72 hours before scheduled reservation	100%*
Between 48 and 72 hours notice	50%
Less than 48 hours notice	No refund

* A processing fee of 6% will be charged for all cancellations in which the deposit was paid by credit card.

11. A \$25 fee for all checks returned for any reason.