

EVENT RENTAL CONTRACT

Client: _____ Event Date: _____
Name: _____ Arrival Time: _____
Address: _____
Phone: _____
E-mail: _____

Confirmation of your booking and rates are as follows:

☐ \$350/ 10 people / 6 Hrs
☐ \$40/ each additional person (25 PERSON LIMIT)
☐ _____ Hrs \$150/Hr Overtime

50% Deposit \$ _____
NY Tax \$ _____
CC/PayPal \$ _____
Cash \$ _____

- Please note: all prices are subject to change by Ruby Bird Studio.
- This contract serves as an estimate for services rendered by Ruby Bird Studio. The Final Invoice will reflect final costs incurred by client, and will be presented at the commencement of the studio rental.

AMENITIES:

Makeup/Hair Station, Wi-Fi Access, Freight Elevator, Garment Rack, Steamer, Heat, A/C, Stereo/iPod Hookup, Mini fridge, Microwave

RENTAL POLICY:

Reservations

In order to secure a reservation, the client will provide Ruby Bird Studio with a 50% deposit, signed Contract, and Certificate of Insurance / or a \$1000 security deposit.

Cancelations

Cancelations and rescheduling must be in writing, no less than 1 week prior to event. If Ruby Bird Studio receives no written notice of cancellation, the client shall forfeit their deposit.

If the client does not arrive, within 1 hour of their reservation time, the client shall forfeit their reservation and deposit. If the client requires Ruby Bird Studio to keep a reservation open for more than 1 hour, without attendance, the client will be charged the full amount on the rental agreement. This request must be in writing.

Rental Hours

Our Studio Hours are 10am – 7pm. The rental rate is based on a 6 hour reservation. Please inquire if you are scheduling outside of our business hours.

Overtime

The overtime rate is \$150.00/hr. This rate does not include taxes or any additional fees incurred during extended business hours, before 7am or after 10pm. The overtime rate will be automatically added to your Invoice.

Payment

Payment is due in full before or on the studio rental date.

CAPACITY

Our studio's maximum capacity is 25 people.

INSURANCE REQUIREMENTS:

Client shall provide Ruby Bird Studio with a Certificate of Insurance evidencing Client's maintenance of a policy of comprehensive insurance, in the amount of \$1,000,000.00 per occurrence.

SECURITY DEPOSIT

If the client cannot meet these insurance requirements, they are required to provide a security deposit, or credit card hold of \$2000. Any additional credit card fees accrued by Ruby Bird Studio will be charged to the client.

INDEMNIFICATION ON PREMISES:

Ruby Bird Studio shall not be responsible or liable to Client, or any person claiming, by, through, or under Client, for any loss or damage to any property or business in the premises. Ruby Bird Studio shall not be responsible for any accident or injury, including death, to any of Client's employees, agents or invitees in or about the Demised Premises.

Client agrees to indemnify and hold harmless Ruby Bird Studio, its officers, directors, partners, employees, and agents of the Demised Premises or any portion thereof, from and against any and all claims, actions, damages, liabilities, losses, costs and expenses, including attorneys' fees.

LIABILITY:

The client hereby accepts full responsibility for the replacement costs of any damages caused during their time in Ruby Bird Studio. These damages will be charged to the clients' credit card on file or taken from the security deposit.

MISCELLANEOUS:

Any amendments to this contract must be in writing for approval by Ruby Bird Studio 72 hours prior to the event. Ruby Bird Studio does not authorize its agents to sign any 3rd party agreements on its behalf.

The client will be provided with 1 key card for weekend or after hour building access. Each additional key card will be billed at \$50/each. If key cards are lost or stolen, the client agrees to pay \$100, for the replacement of these key cards.

This Studio Booking Confirmation and the use of the studio contemplated herein shall be exclusively governed by and construed in accordance with the laws of the State of New York.

This Studio Booking Confirmation contains the entire understanding between the parties and supersedes any prior agreements or understandings whether written or oral.

This Studio Bookings Confirmation may not be modified or amended except by an agreement in writing executed by both parties.

I agree to the above terms and acknowledge that I have received a copy of the Ruby Bird Studio rental contract for my records.

- Please Note the signee must be present on the event date.

Renter's Signature: _____

Date: _____

Renter's Printed Name: _____