



Where Creativity and Wellness Meet

Rental and Use Agreement

Thank you for considering Studio Z for your special event. Please read through this document so that you are informed of our expectations. Give a detailed description of how the space will be used and for the type of event hosted. This will help the Studio Z Event Planner better determine which building space would best suite your needs. Thank you!

Rules and Responsibilities:

- Leave the space in the same condition in which it was received. Please allow enough time after the event to clean off tables and chairs, sweep the floor, take out garbage and general tidying.
- Studio Z is a smoke-free environment... inside and out.
- Those, ages 21+, whom choose to consume adult beverages do so at their own discretion. Those individuals hosting the event are liable for damages to property, and/or individuals, as a result of misconduct or irresponsible behavior.
- Studio Z is exempt from any injury or damages incurred due to accident or irresponsible behavior.

Scheduling:

- The Event Request Form will be reviewed by Studio Z's Event Coordinator. Please allow 7 days for processing.
- Priority is given to events that promote Studio Z's Mission and Vision.
- Studio Z will work with the requester to schedule an event date that works for both parties.

Rental Rates:

One Hour	Two Hours	Three Hours	Four Hours	+ each additional hour after 4 hours
\$35	\$70	\$100	\$125	add \$25/hour

The above rates are for the Sewing Room, Jewelry Bar and Art Cave
Use of the full facility has separate rates depending upon the event and space needed

- Collection of fees, registration and publicity for classes and/or events is the responsibility of the person/organization renting the Studio Z space. Studio Z is happy to include the scheduled event on the Studio Z calendar.
- For any commercial enterprise renting Studio Z space, a certificate of insurance with Studio Z listed as additionally insured is required.

Payments and Refunds:

- Full payment is required to reserve Studio Z for the time and date requested, unless otherwise agreed upon. Accepted payment methods are cash, check or money order (payable to Studio Z), and credit card.
- No show... If the scheduled host does not show up after 30 minutes of the schedule start of the program, guests will be asked to leave and the doors will be locked. All rental fees paid for the event will not be refunded. Future requests may be denied.
- Cancellations made in writing seven days prior to the scheduled event will receive a refund of rental fees paid less \$15 processing fee. Written refund request must include a copy of receipt or receipt number. Allow four weeks for refund processing.

Waiver and Release:

- The completed Waiver and Release Form must be turned in with the Event Request Form.
- Failure to provide the Waiver and Release Form may result in a denied rental request.