



## **RENTAL AGREEMENT**

All clients & or representatives of any group renting space from John Strasberg Studios must first speak to a studio representative, then read and sign this policy. You are responsible for passing this information to your people. John Strasberg Studios is not liable for any injuries sustained on the premises. John Strasberg Studios is not responsible for any personal property stored, temporarily, or monthly. (Storage fees do not represent insurance against theft.)

### **Payment Policy**

All payments will be paid before using the space, unless an invoice is being sent. All first time clients will be asked to pay cash. All new clients are required to hold the space with a credit card, & pay cash upon arrival. If the client does not pay upon arrival, the client's credit card that is on file will be charged the full amount.

- We accept cash, money orders, major credit cards, bankcards or certified checks. (Personal and company checks are acceptable with management approval.)
- When a client has established an account with us they may pay by check. No third party checks will be accepted.
- There is a charge of \$35.00 for any returned checks, plus the check amount.
- Deposit rental fees, and monthly payments will be paid by the date stated on the invoices or a verbally agreed upon by management.
- Late fees will be assessed on late payments; late deposit fees will require payment in full immediately.

### **Cancellation Policy**

Space must be canceled on time in order to receive credit, deposit refunds, and to avoid being charged the full amount for the space late canceled. "If we are able to sell the space late canceled we will return any deposits or not charge the client for the full amount (at the management's determination only.)

ALL CLIENTS WHO CANCEL MUST MAKE NOTE OF THE DATE,  
THE TIME, AND WITH WHOM THEY CANCELED IN  
ORDER TO RECEIVE CREDIT.

- 24 hrs or more is required for bookings of 1-3 hours.
- 72 hrs or more is required for bookings of 3.5-7.5 hours
- 7 days or more is required for bookings of 8 hours or more in one day.
- 72 hrs or more is required for all regular clients that we hold space for on a regular basis.
- 2 weeks cancellation required for a 5 or 6 day (6-8hrs per day) or a 6+ week advance booking.

John Strasberg Studios

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