



Studio Rental Request Form

Contact Name: _____

Organization Name: _____

Phone: _____ Email Address: _____

Mailing Address: _____ City & Zip: _____

Type of Event: _____ Date(s) of Event: _____

Start Time: _____ End Time: _____

Set up Time: _____ Clean up Time: _____

Number of Attendees: _____ Rental Fee: _____

Deposit Date: _____ Deposit fee: _____

Balance due: _____ Date of Remaining balance: _____

Rental Terms

- The studio will be rented in blocks of time as follows: 3-4 hour increments. Paid rental time periods include time for early arrival (if applicable) and setup/cleanup time.
- Renter will receive 1 hour before event begins for setup and 1 hour after event for cleanup.
- If renter go beyond the set cleanup time, management will deduct \$12.50 per every 15-minute increment for the security deposit.
- ***A \$250 security deposit and a completed rental agreement MUST be submitted to confirm event date.***
- ***Security deposit MUST be in the form of a money order or cashier's check (ONLY). NO PERSONAL CHECKS WILL BE ACCEPTED. All SECURITY DEPOSITS WILL BE RETURNED WITHIN 48 HOURS AFTER THE EVENT.***
- ***Remaining rental balance is due one week prior to event. If balance is not received:***
 - ***The contract will be forfeited and Dance with Elegance will retain 50% of the initial deposit.***
- A 30-day notification must be given to cancel event. Notifications received less than 30 days will be subjected to a \$75 penalty
- 50% of the security deposit will be retained for booking less than 30 days in the event of a cancellation.
- Cancellations that occur less than 48 hours' notice are the responsibility of the renter. Dance with Elegance will retain the security deposit and 50% of the final payment. The remaining amount will be available for renter to pick up during regular studio hours.

Dance with Elegance Studio, LLC

2894 Washtenaw Ave., Ypsilanti, MI 48197

(734) 340-5947

Website: www.dancewithelegance.com / Email: dancewithelegnce10@yahoo.com



Rental Agreement

Dance with Elegance Studio, LLC
2894 Washtenaw Ave., Ypsilanti, MI 48197
(734) 340-5947

Website: www.dancewithelegance.com / Email: dancewithelegance10@yahoo.com

This contract represents an agreement between Dance with Elegance (DWE), and "Renter" as named below. If renter fails to uphold any of the following terms of this agreement, Renter's studio privileges may be revoked.

All rentals are subject to Dance with Elegance approval and availability of the space. It is the responsibility of the renter and/or their representatives to inform the individuals renting the space of the below terms and conditions.

Premises: Dance with Elegance, 2894 Washtenaw Ave., Ypsilanti, Michigan 48197

- Included in rental: 1800 plus square feet of open floor space, kitchen equipped with a refrigerator and microwave oven, two bathrooms, tables and chairs, DJ booth, and WiFi (password: littlesmooth).

Available hours & Rates

- The studio will be available for rentals, on a space-available basis, during the following days and times:
 - Monday through Thursday rental rate is \$250 for 4 hours. \$50 for each additional hour
 - Times: Monday-Thursday 8am-5pm
 - Friday and Saturday rental rate is \$250 for the 3 hours. \$50 for each additional hour.
 - Times: Friday: 8am- Saturday 1am, Saturday: 11am-Sunday 1am
- Renter will not hold, and will not permit, events involving persons in each space within the premises, or in the premises more than the number of persons that are permitted by applicable fire and/or building codes in such space or in the premises as applicable.
- The studio space can be rented for showers, birthday parties, meetings, retirement parties, graduation parties, wedding ceremonies, personal training, fitness classes, workshops and other events/activities as agreed upon.
- The studio will be rented in blocks of time as follows: 3-4 hour increments. Paid rental time periods include time for early arrival (if applicable) and setup/cleanup time.
- Renter will receive 1 hour before event begins for setup and 1 hour after event for cleanup.
- If renter go beyond the set cleanup time, management will deduct \$12.50 per every 15-minute increment for the security deposit.
- Space is not guaranteed until a deposit is made and the Rental Agreement has been completed and signed by the renter.

Booking

- A booking request form can be downloaded at www.dancewithelegance.com under the studio rental tab. Form can be submitted via email at dancewithelegance10@yahoo.com or calling the studio to set up a time to meet with management.

Cancellation

- A 30-day notification must be given to cancel event. Notifications received less than 30 days will be subjected to a \$75 penalty
- 50% of the security deposit will be retained for booking less than 30 days in the event of a cancellation.

Revised 2/16/2018



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____ Payment

- **A \$250 security deposit and a completed rental agreement MUST be submitted to confirm event date.**
- **Security deposit MUST be in the form of a money order or cashier's check (ONLY). NO PERSONAL CHECKS WILL BE ACCEPTED. All SECURITY DEPOSITS WILL BE RETURNED WITHIN 48 HOURS AFTER THE EVENT.**
- **Remaining rental balance is due one week prior to event. If balance is not received:**
 - **The contract will be forfeited and Dance with Elegance will retain 50% of the initial deposit.**

____ Housekeeping

- The renter assumes responsibility for returning the studio to a good state before they leave. A cleanup list will be provided and covered in detailed and will require the renter's signature when the remaining balance is paid in full 7 days prior to the event.
- If the clean-up list is not completed, management will retain \$50% of the security deposit.

____ Damage

- Renter will assume full responsibility for any damage caused to any part of the kitchen, studio, bathrooms, floors, windows, mirrors, walls, ceilings, etc. sustained during the renter's scheduled studio time.
- Renter agrees to pay in full for repair or replacement of any item or structure damaged by the renters or by performers, collaborators, or guests invited to Dance with Elegance by the renter.
- The \$250 security deposit will be held until full payment for damage(s) are made within ONE MONTH of the event.
- If damages are not paid in full within a month; damages will be turned over to a collection agency. Dance with Elegance will retain the security deposit.

Guidelines for Studio Rental

- The legal capacity of DWE studio is 100. It is the renter's responsibility to maintain this capacity.
- Alcoholic beverages are allowed. All attendees must be 21 years of age or older
- Dance with Elegance is a non-smoking facility. No smoking within 20 feet of the building entrance.
- Manager on duty will adjust the temperature and provide needed items from storage.
- Manager on duty will arrange tables and chairs for the renter.
- Decorations are allowed if infrastructure is not damaged.
- Dance with Elegance is not responsible for any stolen, lost or items left after the event.
- Prepared food is allowed on the premises. Chaffing dishes with fuel cups can be used.
- Personal food and drink are allowed in the studio. It is the renter's responsibility to deposit all trash into receptacles and empty receptacles if they become full during the event. Renters must bring their own trash bags.
- Any large items brought into the studio or furniture moved around the space must be Lifted and not pushed or dragged across the floor. **Liquids spills must be cleaned up immediately.**



If the above timeline is not followed, Management reserves the right not to return any deposit refunds or issue a credit.

Renter: _____
Printed Name, Title

Signature: _____ Date: _____