



Finch Studio Space

171 Main Street, Nyack, NY 10960 * Tel: 845 535-3103 * Fax: 845 535-3104

Email: Info@FinchStudioSpace.com * Web: FinchStudioSpace.com

Party Rental Agreement

Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Event name: _____

Number of guests: _____ O Single Event O Multiple days/nights:

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Company: _____

Primary Phone: _____ Secondary Phone: _____

Email address: _____

Rental time is based on four (4) hours, which is inclusive of load-in and load-out. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 4 hours. A signed contract and date-hold deposit in the amount of \$100.00 (per each 4-hour rental period) must be received to reserve your date(s) and time(s). The balance of your space rental fee is due fourteen (14) days prior to your event. Any additional costs that arise will be due within two (2) days of your event. Payments should be made to Finch Studio Space. Cash and major credit cards are accepted. A credit card authorization is located on the last page of this contract. No refunds of the space rental fees will be paid 7 days prior to an event, as your agreement to rent FINCH STUDIO SPACE on this date may cause the loss of additional bookings or business.

CONDITIONS AND RESPONSIBILITIES OF RENTER Please read the material below to make sure all parties understand the requirements of providing for everyone’s safety and keeping Finch Studio Space a well maintained and safe location for future use.

DEPOSIT/RENTAL FEES a signed contract and date-hold deposit in the amount of \$100.00 (per each 4-hour rental period) must be received to reserve your date(s) and time(s). The balance of your space rental fee is due fourteen (14) days prior to your event. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

INSURANCE If alcohol is to be served please make sure that you purchase a Special Event Liability insurance policy including Host Liquor Liability coverage to protect you against alcohol related accidents, as you are ultimately liable for the safety of your guests. Established catering Services may use their license and insurance to cover this. Any caterers and/or outside vendors, companies, and/or institutions must provide a copy of their certificate of insurance and catering License to Finch studio space, naming Finch Studio Space as stated, and will be delivered at least 14 days prior to the event.

LIABILITY renter agrees to indemnify, defend, and hold FINCH STUDIO SPACE, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at FINCH STUDIO SPACE in the event FINCH STUDIO SPACE, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay FINCH STUDIO SPACE, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by FINCH STUDIO SPACE, including all collection expenses and interest due.

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CATERING STANDARDS we highly recommend that a caterer from our FINCH STUDIO SPACE recommended caterers list be used for your event. Our recommended caterers have experience working at FINCH STUDIO SPACE and are familiar with our regulations, policies, and procedures. Use of caterers not on our recommended list may result in an increased deposit and fee. Insurance/credit card—all caterers working at FINCH STUDIO SPACE are required to have a valid certificate of insurance and a credit card on file with us. Caterers must remove all trash, composting and recyclables from the site as we do not have adequate facilities. All trash, including sorted recyclables must be collected, properly bagged and removed by the caterer. Failure to remove or clean will result in additional fees to caterer and will be charged to the caterer’s credit card on file.

SITE DECORATION FINCH STUDIO SPACE wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. We ask that only the staff of FINCH STUDIO SPACE rearrange and move any furnishings, including, but not limited to, artwork, lamps, antiques or seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. No glitter or foil (non-paper) confetti is allowed on site. Only low tack tape is allowed on our floors and wall. Any damage will be charged after your event.

CONDUCT There is absolutely no drug use or smoking of any kind tolerated on premises. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of FINCH STUDIO SPACE staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the event costs shall be made. Any and all clients and or the representatives of any individual or group renting space from Finch Studio Space must first read and sign the rental agreement prior to the initial booking. It is the responsibility of the client and or their representatives to inform the individuals renting the space of the below terms and conditions. Finch Studio Space is to be held harmless for any injuries that may occur on said premise. Finch Studio Space is not responsible for any personal property that may be left or stored at the premise whether temporarily or long term. Storage fee charges do not include insurance against theft.

PROCEDURES Upon entrance, all clients must check in at reception. All clients must adhere to all Governmental and Fire Regulations. All stairways are to be kept clear of debris in compliance with Governmental and Fire codes. Payment must be made before occupying the room unless prior arrangements were made with Management. Clients must arrive on time. Time will not be extended for tardiness. Client must vacate their space on time to accommodate the next client coming in. No exceptions will be made. It is the client's responsibility to set up and break down all outside or Finch Studio Space provided equipment during their allotted time. This includes but is not limited to chairs, tables, music stands, musical equipment, etc. All rent spaces must be kept clean and free of debris with rented equipment back in its original space and all trash put in the trash cans. This is to be done in the allotted rental time. Please check that no personal belongings have been left behind. Finch Studio Space is not responsible for any personal belongings left on the premises. Hallways must be a quiet zone. There is to be no rehearsing or warming up in the hallways. Please keep all common areas free of debris and in a neat condition. This includes but is not limited to the dressing area, waiting areas, bathrooms, etc. Client will be responsible for any damages that may occur. All pianos will be treated with the greatest of care. There is to be no food, drinks, purses, backpacks, clothing, etc. placed on pianos. If a client is found to have violated these rules, a fine may be applied to the cost of the room. Specification of use of space must be pre-arranged with management prior to renting. Any use of any sound system must first be cleared by management. Tap dancing is allowed with prior consent from management. No black soled shoes are to be worn in the rooms. Management reserves the right to move clients to a space either equal or larger with the same equipment. Management reserves the right to remove anyone who violates this agreement and terminate the use of the facility.

LIVE MUSIC/DJs/NOISE FINCH STUDIO SPACE encourages music and lots of dancing! However, please be aware that the premises are located near residential units and therefore neighborhood noise regulations do apply. In the event that renter’s event creates a disturbance due to high noise volume, the onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at FINCH STUDIO SPACE discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter. Loud music must end by 12 p.m. during weeknights (Monday thru Thursday) and by 2am on

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weekends (Friday and Saturday). Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbors.

CANCELLATION Date-Hold deposit is non-refundable from 14 days prior to event: No space payment will be refunded.

LOAD-IN/LOAD-OUT AND STORAGE all load-ins and load-outs must take place within the designated timeframe given by the facility. If there is an event prior to yours a timed delivery will be required. FINCH STUDIO SPACE is not responsible for checking in or handling any items brought into the venue by rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative. Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load out times. This also applies to items left post event for shipment out via courier. Note: it is not the responsibility of FINCH STUDIO SPACE to ensure that pick-ups are scheduled and executed.

CLEANING, TRASH AND EQUIPMENT REMOVAL FINCH STUDIO SPACE will be in a clean condition prior to your event. Within one (1) hour following the event, you are required to return the space to the same clean condition in which it was found. All trash, including sorted recyclables must be collected, properly bagged and removed by the renter or the caterer. All rental equipment must be removed immediately following your event.

CITY, COUNTY, STATE AND FEDERAL LAWS renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, No Exceptions. Renter shall not sell alcohol on premises at any time unless insurance and a liquor license naming Finch Studio Spaces is provided. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. FINCH STUDIO SPACE reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of FINCH STUDIO SPACE or the safety of its staff, guests, or building contents.

ENTRY AND EXIT renter agrees that FINCH STUDIO SPACE staff may enter and exit premises during the course of the event. A representative of FINCH STUDIO SPACE will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

LOST AND FOUND FINCH STUDIO SPACE takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

PROMOTIONS AND COPYRIGHT it is important to us that you have a fantastic and successful event. Should FINCH STUDIO SPACE be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. FINCH STUDIO SPACE is our name; please do not shorten it to "Finch" or "Finch Studio(s)". We are happy to provide professionally created images of our space for promotional materials. We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about our facility. A representative of FINCH STUDIO SPACE and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

Signature of acknowledged, agreed and authorized by

Primary contact/renter: _____ date: _____

Finch Studio Space: _____ date: _____

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PAYMENT FINCH STUDIO SPACE requires a credit card to be on file during the entirety of your event. Please complete and sign this form to authorize Finch Studio Space to make a debit(s) to your credit card listed below. Once complete, please email to info@FinchStudioSpace or fax to 845.535.3104. By signing this form you give Finch Studio Space permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Finch Studio Space to immediately charge my credit account a date-hold deposit. If the duration of my event is more than one 8-hour rental period, a \$100.00 deposit will be charged for each 4-hour rental period. Note: date-hold deposits are non-refundable.

This payment is for my event on _____ Please note that the space rental fees balance will also be charged to this card fourteen (14) days prior to your event. Any additional costs that arise after that date will be charged within two (2) days of your event. Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address _____

City, _____ State, _____ Zip _____

Billing Phone(_____) _____ Email _____ @ _____

Account Type: Visa MasterCard Amex Discover

Cardholder Name _____

Account Number _____

Expiration Date _____ (DD/YY) CVV2 Number _____

(3 digit number on back of Visa/MasterCard or 4 digits on front of Amex)

I _____ authorize Finch Studio Space to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

SIGNATURE _____ DATE _____.

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