



2021 – 2022 Studio Rental Agreement Policy & Guidelines for Use

Welcome to Devine Performing Arts! We are happy to host your event in our facility. Below are the details and guidelines to be followed for your event.

You have reserved the following space(s) for your event:

Event Name: _____

Space(s): _____

Date(s): _____ **Time(s):** _____

Rental Fee(s): _____ **Contact:** _____

All rentals are subject to DPA approval and availability of the space(s). It is the responsibility of the Event Contact and/or their representatives to inform the individuals renting the space of the below terms and conditions.

Included in Rental

A staff member from Devine Performing Arts will be onsite during your event to assist with any questions, concerns, etc.

ADA accessible rooms, four bathrooms, WiFi, sound systems in each room with MP3/Aux input and CD player. Tables and chairs also available upon request.

Event Contact may arrive up to 30 minutes before start of event to set up. Additionally, there will be 30 minutes after the end of your event for cleanup.

Acceptable Uses

Rehearsals, classes, workshops, photo shoots, private lessons, meetings, birthday parties, etc.

Rates

\$30/hour (Studio 5)
\$50/hour (Studio 6 or 7)
\$75/hour (Studio 8)

Booking

Contact Devine Performing Arts at **636-458-6605** or Debbie Devine at **dpa.debbie@gmail.com** to check on availability, rates, etc. At time of booking, provide contact name, company (if applicable), phone number, email address, billing address, planned activities for your event, and how many people you expect to attend.

Confirmation

Your rental will be confirmed within 48 hours of your request. Upon confirmation, a **50% nonrefundable** deposit is required via check or credit card.

Cancellation

DPA requires a minimum of one week's notice for cancellation of your event. Failure to do so will result in a full charge for the studio time reserved. Any cancellations received with seven days or more notice will have excess payments refunded (if applicable) less the nonrefundable deposit.

Insurance

Event Contact is solely responsible for carrying his/her own liability and property damage insurance covering the use of the property by Event Contact in customary and adequate levels. A Certificate of Liability is required one week prior to your scheduled event. Should one not be available, Event Contact agrees to the DPA Liability Statement noted at the end of this agreement.

Indemnification

Devine Performing Arts shall not be liable for any injury, loss, or damage caused by any use of the premises. Event Contact is responsible for the safety and well-being of all people during the time they are on the premises and shall indemnify, hold harmless, and defend Owner from any claim, loss, or liability arising out of any activity of Event Contact, or any customers, students, or invitees of Event Contact on the premises.

Guidelines for Use

- All CDC guidelines will be followed during your event including limiting the number of guests, social distancing, masks worn by all guests, etc. The **COVID WAIVER** must be signed and returned with this agreement.
- **Other events** may be scheduled in other rooms during your rental time. Please be respectful of other guests.
- **Food & Trash:** Personal food and drink are allowed in lounge areas. It is your responsibility to deposit all trash into receptacles.
- **Footwear:** No street shoes are to be worn beyond the lobby areas. Only dance shoes or bare feet are allowed in the studios.
- **Floor Care & Furniture:** Any large items brought into the studio or furniture moved around the space must be lifted and not pushed or dragged across the dance floors. *Liquid spills must be cleaned up immediately.*
- **NO** fire, incense, candles (or open flames of any sort) are to be burned in the classrooms or studio. Birthday candles are allowed on cakes in lobby areas only.
- **Lost and Found:** If you find any items that do not belong to you, or if you have left something in our space, please notify your Staff Host.
- **Smoking, Alcohol, Chewing Gum:** Smoking, alcohol, and/or chewing gum are not allowed in the studios or on the premises.
- **Damage:** Event Contact will assume full responsibility for any damage caused to any part of the entryway, studio(s), bathrooms, stereo equipment, floors, windows, mirrors, walls, etc. sustained during the Event Contact's scheduled studio time. Event Contact agrees to pay in full for repair or replacement of any item or structure damaged by the Event Contact or their guests. Full payment for damage will be made within one month of the damage.
- **Housekeeping:** Event Contact assumes responsibility for returning the studio to the same condition as found before leaving. Pick up after yourself and your guests. Before leaving, it is your responsibility to checkout with your DPA staff host to make sure you have all of the supplies you may have brought with you, the room(s) are cleaned, etc.
- **Supplies:** Notify your Staff Host should you need any additional bathroom essentials, first aid kit, trash bags, etc.
- **Security:** Event Contact is responsible for the studio and guests during the rental period, including the lobby areas. The main door must remain closed during rented time.

Devine Performing Arts Liability Statement

In submitting and signing this agreement, I certify I have read, understand and will abide by the facility rules and regulations as set forth. Event Contact hereby agrees to hold Devine Performing Arts, its owner and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or missions of the Event Contact or their guests.

Devine Performing Arts LLC ("DPA") has put in place preventative measures to reduce the spread of COVID-19. However, DPA cannot guarantee that you or your guests will not become infected with COVID-19. Further, participating in your event at DPA could increase your risk and your guests' risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my guests and I may be exposed to or infected by COVID-19 by attending my event at DPA and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to Devine Performing Arts property shall be compensated within seven (7) days. I agree that this reservation is granted with the understanding that Devine Performing Arts may cancel when the facility is needed for DPA dance programs with a minimum of seven days' notice.

Signing this agreement assumes full knowledge and acceptance of the above terms.

Signature of Event Contact

Date

Event Contact Phone and Email

Deborah Devine, Owner/Director (DPA)

Date