



Studio Reservation Form

Organization/Company:

Is this a 501(c)3 non-profit organization: If so, Federal ID No.:

Organization Contact Information:

City: State: Zip Code:

Name: Phone: Email:

Person in Charge on date requested: Gian Marco Lo Forte

Cell Number:

Requested Date(s): No. of Hours/Week:

Times Needed:

Studios Needed:

Total Number of People Using the Facility:

Description of Usage:

Equipment Needs: (please specify quantity)

Chair(s): TV/DVD Player: Ballet Barres:

Audio: X Table(s): Piano:

If this is your first time contacting us please provide the following information:

Website:

References (name, email, phone number)

- 1. N/A
- 2. N/A



Studio Rental Agreement

Terms of Agreement

This shall serve as the agreement between Gelsey Kirkland Academy of Classical Ballet of New York, Inc. (the "Renter") and the "Rentee" for Studio Rental Services at 355 Broadway New York, New York 10013 (the "Facility").

Please read and sign below.

Payment

To guarantee Renter's reservation of the Facility and Studio Rental Services, this Rental Agreement ("Agreement") must be fully executed, and the initial Deposit in the amount stated must be received by the Renter via check. Payment in full is required 24 hours before rental date.

Pricing

For-Profit Organizations –
After Hours Security (after 6:00pm) – **TBD**

Maintenance of Studio

The Rentee accepts to leave Studio space at GKA as they found it. All windows must be closed and lights turned off. Inspection of premises will determine additional fees for repair and cleanup.

Rules and Regulations

1. Upon entrance all Rentee's must check in with the Office Manager. All Rentee's must adhere to all Governmental and Fire Regulations.
2. Rentee's must arrive on time; rental time will not be extended for tardiness.
3. Rentee must vacate studio space on time to accommodate the next Rentee coming in. Fee's will be applied if Rentee is late in vacating the studio.
4. All studios and changing areas must be kept clean and free of debris. No food or drinks allowed in studio unless in plastic, closed containers with water.
5. Due to the conditions of the floor we prohibit the use of Street, Stiletto, Flamenco and Tap shoes in our dance studios. Character shoes are allowed.
6. GKA is not responsible for any personal belongings left on the premises.
7. Smoking on premises is not allowed.
8. GKA reserves the right to remove anyone that violates any of the studio rules and regulations.

Returned and/or Unpaid Checks

Any returned, unpaid or bounced checks will incur an additional \$35 penalty charge per check.

Cancellation Policy

In the event you must cancel your reservation, you will receive a refund as defined below:

- Refunds will be issued in the same manner payment was made.

355 BROADWAY, 2ND FLOOR, NEW YORK, NEW YORK 10013
INFO@GELSEYKIRKLANDBALLET.ORG | 212-600-0047



- Cancellations received within one week of event start date forfeit deposit payment.
- Last-minute cancellation requests due to elements beyond control (weather, illness, etc.) will be reviewed and upon approval we will issue a full refund.
- Cancellations due to personal reasons, etc. will not receive a refund.

Rental Date Changes

- All session transfer requests must be received no later than one week prior to scheduled start date

Studio Cancellation

- The Gelsey Kirkland Academy of Classical Ballet has the right to cancel any studio reservation within two weeks of the rental date with a full refund of deposit submitted.

Notice of cancellation must be in writing and may be delivered by hand, facsimile, email, first class mail, or overnight mail to the following address:

355 Broadway 2nd Floor New York NY 10013
Attn.: Studio Rentals
Phone: 212.600.0047
Email: info@gelseykirklandballet.org

Waiver of Liability, Covenant Not to Sue

The Rentee hereby covenants not to sue, and releases, waives and discharges Gelsey Kirkland Academy of Classical Ballet, and their officers, directors, members, unit owners, employees, agents, landlords, lessees, sponsors, representatives, volunteers, and affiliates (collectively, the "Releasees"), for any and all liability, responsibility, damages, losses, claims, demands, actions, suits, causes of actions, judgments, costs and expenses (including attorneys' fees) resulting from personal injury, accidents, illnesses, death and/or property loss caused in any manner, including theft, fire and the simple, active or passive negligence of the Releasees, arising in connection with or during Rentee's rental of the Facility.



Company:
 Date:
 Time:
 Studio(s) Requested:

Total Amount to be Paid:

Rental Fee			
Security Fee	TBD		
		Total	\$

Amount of final payment:
 Date due:

Approved by:

Please email with any concerns about payments to info@gelseykirklandballet.org.

Agreed to and accepted by:

Agreed to and accepted by:

GKA Representative

Printed Name/Title of Rentee

Signature

Signature

(Date)

(Date)