



# FLAMENCO VIVO CARLOTA SANTANA

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## **FLAMENCO VIVO CARLOTA SANTANA DANCE STUDIO RENTAL POLICY**

- **ALL RENTERS WILL KINDLY PRE-PAY FOR THEIR BOOKINGS ONLINE OR IN PERSON AT THE FLAMENCO VIVO OFFICE. FLAMENCO VIVO RESERVES THE RIGHT TO CANCEL ANY CURRENT RESERVATIONS AND TO RESTRICT FUTURE BOOKINGS FOR RENTERS WITH OUTSTANDING PAYMENTS.**
- Payments must be made by the end of the rental day. Late payments will incur a fee of \$5/hour after 7 days. We require 48 hours' notice of cancellation. Failure to do so will result in a full charge for studio time reserved.
- **Ongoing renters:** will kindly pre-pay for all of their bookings by the 1<sup>st</sup> of the month. If payment is not received by the 15<sup>th</sup> of the month, future bookings cannot be guaranteed. Please contact the office if you have any questions.
- At the request of the building management, all studio renters must check-in with the front desk and obtain the studio key from the security guard. **The keys are not available at the Flamenco Vivo Office.** Please be prepared to show ID. Keys not returned to the front desk will result in a \$25 fine.
- If you will be renting the studios during the weekend, please make your request before 5:00pm on Friday. Your rental request cannot be guaranteed if booked after that point.
- When possible, please use our online booking service.
- There is a \$35 service charge for any returned check.

## **STUDIO RULES**

- Restrooms and dressing rooms are provided on the 7<sup>th</sup> floor. Please do not use the waiting area on the 8<sup>th</sup> floor as a dressing room.
- Garbage cans are provided in each studio and the waiting area. As a courtesy to your fellow renters, please make sure all garbage, tape markings and personal items are removed from the studio space and waiting area before leaving. **Failure to do so can result in restricted booking capabilities.**
- Please make sure lights, air conditioning/heating and boom boxes are turned off and the windows closed before you leave the studio after your rental. Failure to do so will result in a \$25 fine.
- Renters must vacate the studios promptly at the conclusion of rental period.
- No food or drink except for bottled water is permitted in the hallway or studios.
- Smoking is not permitted anywhere in the building.
- No animals are allowed in the studios or hallway.
- Please do not warm up or rehearse in the hallway.
- Non dance shoes or slippers must be worn at all times outside the studios.
- Any damage to FVCS Dance Studios equipment or facilities will be charged to the renter.
- **FVCS Dance Studios are not responsible for items left, lost or stolen.** If you wish to leave items in the studios please speak with the office to make special arrangements.

Please read, review all of the rules and regulations for Flamenco Vivo Carlota Santana Dance Studios Rental agreement. Your signature below will serve as an agreement.

Licensee (Clients) \_\_\_\_\_ Date \_\_\_\_\_  
Signature