



At Bridge Storage
and Art Center

www.milkbar.org

RESIDENT ARTIST STUDIO RENTAL AGREEMENT AND RENTAL POLICIES

Welcome to the MilkBar! We're glad that you want to have your rehearsal / workshop / photo shoot in our space.

It's a unique space in a older warehouse building with a nearby complex (Bridge Arts and Storage that's home to many other artists and businesses). Accordingly we have a few unique rules for the space in order for everyone's work to run smoothly. If you have any questions or aren't sure about anything please contact Mary or Ian.

STUDIO RULES:

PARKING:

Please park in the front of the building (241A S. 1st St, or in any available street location). DO NOT block the fenced/gated driveway to the right of our outside yard.

ENTRY / LOCK-UP:

- You will need to let any guests/dancers not arriving with you in the exterior door.
- Please do not let anyone who is not part of your group into the building. Anyone authorized to enter the building will have keys or a code.
- All (bathroom and loft) windows must be closed and locked, and the roll-up door, side door and both main studio door locked when you leave.
- Audio and lighting equipment should all be switched off at the appropriate power strips.
- The renter should be the last person to leave and confirm that the windows doors are locked.

BATHROOMS:

- The bathrooms are located on the ground floor to the left of the entrance and are ADA accessible.
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GENERAL RULES:

- No smoking inside the building (includes hallways, dressing room and front door area).
- No street or tap shoes on the marley.
- The space will be left clean of garbage (and swept if necessary) at the end of each use. Garbage should be left in the exterior garbage can and recycling in the appropriate bins.
- Our hours are generally between 8am and 11pm.
- Please be respectful of other residents and businesses on 1st St. and confine your activities to our building and yard. Venturing into the off-limits storage and industrial areas of the site without permission and areas of other businesses and residents will be grounds for termination of the rental contract.
- If anything doesn't seem right – please let one of us know ASAP. Mary – 510-289-5188 / Ian – 510 205 -7103.

GENERAL RENTAL POLICIES

RATES:

\$20/hr, with \$3 off for 20+ hours booked and paid in advance or 10+ hours a month on an ongoing contract; 2-hour minimum on rentals;
Day rate: \$200 for a full day rental (space only), \$400 for film/video shoots with lighting/tech plus any staffing costs.

BOOKING:

- **Lead time:** We are a small volunteer run studio – new renters require at least a week to approve, and ongoing renters should request space at least 2 days in advance, preferably 4 weeks.
- **New renters** must schedule an in-person studio orientation prior to any space requests being confirmed and pay a required key deposit. Request for studio use is only confirmed when a signed contract plus the rental deposit has been received by the MilkBar. You will receive a confirmation via email from either Mary or Ian and an email copy of the completed contract.
- **Ongoing/repeat rentals:** ongoing rentals are subject to this agreement as well, but can be reserved either via our online system <http://www.bayareaspaces.org/spaces/8901> or by emailing milkbar@milkbar.org. Again your time is confirmed once you receive an email confirmation.

PAYMENT AND DEPOSIT:

- A 50% deposit is due at the time of booking, and payment in full is due prior to the first scheduled rehearsal. We accept credit cards (via the bay area spaces booking system) or checks.
- a \$50 security / key deposit is due at the time of the orientation meeting and prior to first use of studio. Security / key deposit will be gladly returned at expiration of contract and return of the keys provided there has been no loss or damage for which the renter is responsible.

CANCELLATION:

- Cancellation of a rehearsal or full day rental with less than 48 hours notice will result in being charged full rate.
- Cancellation of a full day one-time event (e.g., full day rehearsal / workshop) or regular rehearsal slot with less than 4 weeks notice will be charged a 50% cancellation fee.
- Cancellation with more than four weeks notice will be given a full refund.

TIMING / USE OF THE SPACE:

Use of the space is restricted to the times and spaces shown on Exhibit A of this Contract, or confirmed via email. While we try not to schedule rehearsals back to back, it can happen at busy times. Please be respectful of artists coming after you and clear the studio in time for the following renter to begin on time. If you need more time for set-up, transition or clean-up, please book more studio time.

INSURANCE/ LIABILITY:

Renter agrees to assume all liability for their (and any other guest or company members) use of the studio, take full responsibility for any damage, injury, or other losses they or their guests incur or cause, and indemnify the MilkBar for any and all liability related to their rental of the space. Please mail insurance certificates naming the MilkBar as an additional insured to Ian Winters, 1801 Fairview St. Berkeley CA 94703.

Agreed,

By:

For the MilkBar:

(Signature of Renter)

Date

(Signature of MilkBar)

Date

EXHIBIT A: Rental Contract Dates and Amounts

Renter Information:

Renter Primary Contact Name	
Company Name	
Street Address	
City/ State/Zip	
Email	
Phone	
Website	
50 word or less description of proposed project / use	

Rental Dates / Times

Booked times / dates:	
Rate:	
Notes:	

Payment Details – filled out by MilkBar

Payment type	
Amount Due	
Date Due	