

MOLLOY STUDIOS AT THE MANHATTAN CENTER

50 BROADWAY, 4TH FLOOR, NEW YORK, NY 10004

PHONE: 646.213.5475

LICENSING AGREEMENT

Licensee: _____

Date: _____

Representative of Company: _____

Email: _____

Address: _____

Phone: _____

The following Licensing Agreement is mutually entered herein between the above-listed party ("Licensee") and Molloy College ("Licensor):

Upon signing, Licensee is solely responsible for all future reservations under this agreement whether made via telephone, email, or in person. All reservations require a credit number on file regardless of intended payment method. **Payment options include company check, AMEX, MASTERCARD, VISA, and DISCOVER.** Payment is due in full at the start of the reservation before Licensee enters the studio. Payment in full is expected from a Licensee that does not show for their reservation OR does not cancel prior to the cancellation policy. Should Licensee fail to pay the balance on the invoice in full prior to your first reservation the credit card on file will be charged the full invoice amount automatically without prior notification. If payment is not received in full after this charge, Licensee will be subject to a 1.5% late fee per day. There will be a \$35.00 fee for returned checks. Licensor does not offer refunds, but will issue studio credit in appropriate situations. Licensee is required to update contact and payment information upon request.

1. Licensee must provide accurate information regarding the nature of their reservation. Failure to do so can result in the termination of this agreement by Molloy College.
2. Reservations require the licensee to be held accountable for their reservation within 72 hours. All reservations made within 72 hours of the scheduled date are considered final.
3. Any lockout or rental block of more than 5 days with a block of at least 6 hours per day require the licensee to be held accountable for their reservation within 2 weeks.
4. Cancellation requests of reserved time by Licensee can be accepted during our standard business hours of 9am-10pm weekdays, 10am-6pm weekends. No requests for cancellations or changes will be accepted after hours or on days when the business is closed. Cancellations or changes will be confirmed by MOLLOY COLLEGE staff by email. If you do not receive confirmation within 24 hours please contact us at once.
5. Any changes to the booking, amending the time, shortening the booking, or an outright cancellation must be done by the Licensee at least 72 hours prior to the start of the booking.
6. Any lockout or rental block of more than 5 days with a block of at least 6 hours per day requires a 50% non-refundable deposit.
7. Licensee fees exceeding \$500.00 are subject to a 50% non-refundable and non-transferable deposit.
8. Studio assignments are not guaranteed and may be changed only by management. Studios may not be occupied beyond the contracted time without management approval. Any extra charges must be paid at that time.
9. Licensor does not license studio space for open call auditions, social events, fashion shows, receptions, band or orchestra rehearsals, and product fairs.
10. Licensee will be charged for any room or property damage incurred during their use. A damage fee, determined by management, will automatically be charged to Licensee's credit card.
11. Licensor assumes no responsibility for the loss, theft or damage of, or to, the Licensee's property. No property may be left at MOLLOY COLLEGE.

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12. Licensors are neither responsible nor liable for any accident, injury or damage resulting from the direct actions of the Licensee or their associates.
13. Licensee shall obtain and maintain Commercial General Liability Insurance that provides a one million dollars (\$1,000,000) per occurrence limit and a two million dollar (\$2,000,000) general aggregate limit (per project if applicable) and be written on an "occurrence form." The policy shall also be endorsed to include MOLLOY COLLEGE as an additional insured. Proof of insurance must be provided to MOLLOY COLLEGE prior to the Licensee's first scheduled use of the facilities. If Licensee is uninsured, it may purchase coverage through the College's Special Events Insurance. MOLLOY COLLEGE may, at its sole discretion, decrease the required insurance limits or waive the insurance requirement altogether.
14. Any materials distributed outside the facility must only include MOLLOY COLLEGE's street address and floor number.
15. By signing this agreement, Licensee authorizes Licensors to charge the credit card on file.
16. Licensee must be present during reservation, or Licensee must identify in writing prior to the start of the reservation, who is assuming responsibility for the reservation.
17. Licensors retain the right to immediately terminate this Licensing Agreement and evict the Licensee and associates for direct violation of the Facility Guidelines, or as Licensors deem necessary in its sole discretion for operational or administrative reasons. Should this occur, no refund shall be issued.

APPROVED for Licensee by:

Signature: _____

Date: _____

Name:

Title:

Approved for Molloy College by:

Signature: _____

Date: _____

Name:

Title: