

# Studio Rental Agreement

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## A. Rules & Procedures

1. Renter must arrive on time; time will not be extended for tardiness. Renter must vacate the space on time to accommodate the next client coming in.
2. It is the Renter's responsibility to set up and, return to original place, all equipment during their allotted time; this includes but is not limited to chairs, tables, music stands, musical equipment, etc.
3. Cost for damage to any equipment and furniture inside studio will be charged to client as accordingly at cost.
4. Air-con must be turned off after using the studio.
5. All premises must be kept clean and free of debris; all trash should be put in the trash bins outside of studio; Check that no personal belongings have been left behind; Management is not responsible for any personal belongings left on the premise.
6. Hallways are quiet zones. No rehearsing or warming up in hallways. Keep all common areas free of debris and in a neat condition.
7. No food and drinks (water exempted) are to be brought inside studios. If Renter is found to have done such a fine may be applied to the cost of the room.
8. Specification of use of space must be pre-arranged with management prior to renting. Any use of any sound system must first be cleared by management.
9. Management reserves the right to move clients to a space either equal or larger with the same equipment.
10. Management reserves the right to remove anyone that violates this agreement and terminate the use.
11. All premises will under CCTV surveillance at all times for security purposes.

## B. Payment Terms

1. A deposit is required upon booking to secure room reservation.
2. Any deposits or rental fees can be paid by the method of, cash or cheque
3. All payments must be received before use of any space unless prior arrangements have been made through the management office.
4. No booking is complete unless all deposit fees are received.

## C. Liability

Management is not responsible for any injuries or lost/stolen property. Renter agrees to exercise all due care in keeping, caring for, and preserving the facility. Renter is financially liable for all losses or damages to facility, equipment & furnishings.

## D. Booking Policies

How to Book	Contact Kumiko Honda (Ms.) at <a href="mailto:kumi@tribehousesquad.com">kumi@tribehousesquad.com</a> or Yugo Tanabe (Mr.) at <a href="mailto:yugo@tribehousesquad.com">yugo@tribehousesquad.com</a> to request a rental contract
Management office Hours of Operation	9am - 6pm
Studio Hours	10am -10pm
Rental Policy	DEPOSITS: 100% due at contract, prior to occupancy a. \$500 ( 1month contract , monthly total minimum of 10hours rented ) b. ( hourly rent)
Cancellation Policy	Cancellations made no less than 48 hours of scheduled time may receive a full refund . No refunds for cancellations made within 48 hours of scheduled time.
Payment Types	Cash, Cheque (Cheque should be issued to : <b>TRIBE HOUSE SQUAD PTE.LTD.</b> )

## E. Rates / Schedule

### 1. Studio Rental Rates:

- a. \$25.00 (inclusive GST)/ hour (Weekday)
- b. \$30.00 (inclusive GST)/ hour (Weekend)
- c. \$1500 (inclusive GST)/ month

**\*Changes to booking must be made 10 days in advance**

## F. Termination

Management reserves the right to terminate this agreement at any time.

Renter must comply with termination and will remain obligated to pay any remaining balance and costs accrued through rental period.

## Studio Genre Liability Statement

In submitting and signing this agreement, I, the Renter, certify I have read, understand and will abide by the facility rules and regulations set forth. Client hereby agrees to hold Studio Genre, its officers 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 omissions of the Renter or their students. 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 Studio Genre property shall be compensated within seven (7) days. I agree that this reservation is granted with the understanding that Studio Genre may cancel for any reason and will provide fourteen (14) days notice of cancellation.