



### Studio Rental Agreement for One Time Use

Pacific Light Studios (PLS) hereby provides a limited and revocable license for rental use of

Studio A    Studio B    Conference Room    located at 265 Caspian Drive  
in Sunnyvale, California to    (Renter) on the following days and times:

for the hours of    to    .

for the hours of    to

for the hours of    to

*RENTAL HOURS: Full days M-F: 8am - 6pm; Half days: 8am -1 pm; or 1 - 6pm (2 -7 pm for Studio B). Studio use over the allotted time or outside the standard rental times is prorated hourly based on total rental price.*

Description	Rate	No. Days/Items	Fee
Cleaning Fee			

The total fee for this agreement is

#### How many people do you expect to be onsite?

#### ADDITIONAL FEES may apply for:

- Cleaning & Trash Service — for groups of over 15 people
- Concierge Service — if PLS has to receive, store and/or manage shipping of gear and equipment.



## **BOOKING & CANCELLATION POLICY:**

A *Booking is only valid upon receipt of this signed Rental Agreement*, required deposit and confirmation by PLS. A certificate of insurance must be **received prior to the rental date**.

Cancellation of confirmed bookings prior to rental date may be subject to the following charges:

### **STUDIO RENTAL ONLY**

Refunds are the discretion of PLS based on circumstances.

#### **SINGLE/TWO DAY RENTALS**

**A non-refundable 20% Hold Fee is required at time of booking.**

- Cancellation 8+ days from rental date – 20% Hold Fee
- Cancellation 3-7 days from rental date – 50% full rental fee
- Cancellation 1-2 days from rental date – 75% full rental fee
- Less than 24 hours or no shows – 100% full rental fee

#### **MULTI-DAY RENTALS (3 or more days)**

**A non-refundable 30% Hold Fee is required at time of booking.**

- Cancellation 8+ days from rental date – 30% Hold Fee
- Cancellation 3-7 days from rental date – 50% of rental
- Cancellation 2 days or less – Full rental fee

### **STUDIO RENTAL + PRODUCTION CREW OR OTHER SERVICES**

**A non-refundable 50% Hold Fee is required at time of booking for any rentals of any length with PLS production crew or other services**

- Cancellation 10+ days from rental date – 50% Hold Fee
- Cancellation 9-4 days from rental date – 70% Rental Fee
- Cancellation 3 days or less from rental date – Full rent fee

Payment is due on or before the day or days of actual studio use.

## **STUDIO USE**

Studio may be used for photography, video or similar, with the exception of those activities that require, but are not limited to, the use of specialized ventilation, chemicals or flammable props. Studio may be used only for legal business activities.

There is **absolutely NO SMOKING in the studio or on the building premises**. Smoking is allowed outside the building at least 30 feet from front entrance. Renter is responsible for clean up of related debris (ashes, cigarettes, etc.) before leaving.

## **EQUIPMENT SUPPLIED**

Pacific Light Studios agrees to provide equipment in good working order, but makes no guarantees as to equipment's functionality or suitability for Renter's purposes. Company is not liable for acts out of its control such as power outages, weather or emergencies. In such cases, Pacific Light Studios will refund a prorated portion of Rental Fee.

PLS will provide the following equipment **to the Renter**:

Renter agrees to return all equipment in the condition it was provided and to notify personnel of Pacific Light Studios of any damage, failure, or change in equipment provided.



## **DAMAGE OF EQUIPMENT / STUDIO:**

The renter agrees to pay for any repair costs of equipment or studio that he/she damages. In the event that the renter's assistant/s or model/s damages any equipment, he/she agrees to pay for any repairs or replacements necessary. The renter agrees to leave the studio in the condition it was found, or an additional fee may be assessed.

## **OTHER FEES**

- Trash in excess of 1-2 large bags per day may result in a fee to request additional pickup service.

## **LIABILITY:**

***Renter agrees to get a signed Liability Release for all persons, models or employees on premises before use of Studio and assumes all liability for Renter's guests on site OR provide a Certificate of Insurance with PLS as other Insured.***

Pacific Lights Studios, Detati Communications or Invax Technologies (building owner) will not be held liable for any injuries or accidents to either the renter, renter's assistants, crew, models, clients or guests that occur within or outside the studio premises.

The renter agrees to use talent/models of legal age (at least 18 years old) when using the studio space or require a parent or guardian on site. The Renter agrees that he/she is fully responsible for ensuring the validity of age verification the model produces. The Renter agrees that he/she cannot hold Pacific Light Studios or Detati Communications liable in the case of an invalid ID or any other form of age validation. The Renter agrees to furnish proof of parental consent in the case that the model is under the age of 18 years.

Use of the studio requires the following in advance

1. Signed Studio Rental Agreement
2. Credit card information for Hold Fee
3. Signed Liability Waiver and Releases for **all persons** who will be onsite **OR**
4. Certificate of General Liability Insurance

If Pacific Light Studios finds it necessary to require General Liability Insurance the following minimums will apply

- Commercial General Liability deemed primary and non-contributory
- \$1,000,000 Per Occurrence and Annual Aggregate
- Must name Pacific Light Studios as an additional insured

The premises are to be used for the purpose of a photography, videography or live streaming, including such activities, as are necessary and usually incidental to such use. Pacific Light Studios shall have the right to inspect the equipment and/or studio at any time during the rental term. You shall make any and all arrangements necessary to permit an employee of Pacific Light Studios access to the equipment and/or studio. If a breach of any of the provisions of the Rental Contract occurs, Pacific Light Studios has the right to revoke your access to the equipment and/or studio without any liability to you, and without prejudice to Pacific Light Studios, the right to receive rent due or accrued to, including date of revocation.

## **TERMS OF USE**

By signing the rental agreement, the Renter agrees to:

### **ARRIVE AND LEAVE ON TIME**

- Rental starts and ends as set forth in this Agreement
- All set-up and clean up time must take place during rental hours set forth in this Agreement



**BE RESPECTFUL OF OUR NEIGHBORS AT ALL TIMES DURING RENTAL**

- Keep the event, staff and guests contained within the studio, PLS building or parking area during the rental period.
- Obtain permission from Pacific Light Studios before having or serving alcohol on premises; provide proof of any applicable licenses required to abide by all pertinent laws.
- Maintain adult supervision of minors at all times; keep minors out of the parking area.
- Clean up trash or other items on premises prior to leaving.

**COMPLY WITH THE 60 DB NOISE LIMIT**

- Pacific Light Studios will approve all sound amplification prior to use.
- Promptly respond to requests of management to turn down or turn off noise.
- Keep doors closed while music is on.
- Renter will assume legal and financial responsibility for noise violations resulting from their use of facilities.

**COMPLIANCE WITH PLS GUIDELINES AND REQUIREMENTS**

- Renters agree to stay out of restricted areas or areas marked not for their use
- Avoid handling or using PLS/Detati equipment and fixtures not included in this rental agreement
- Renter shall not allow any person, crew member or guest on site, for any reason, that is sick or has flu symptoms.
- No pets or animals are allowed inside the building

I have read all of the above and fully understand each section.

Renter Name:

Business Name:

Daytime #:

Address: Renter:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Email to [bookings@pacificlightstudios.com](mailto:bookings@pacificlightstudios.com).

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**CREDIT CARD AUTHORIZATION**

USE FOR DEPOSIT

USE FOR FULL PAYMENT

Name on Card

Card No.

Expiration

Code

Billing Address

Signature \_\_\_\_\_

Email receipt to