



## 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      located at 265 Caspian Drive in Sunnyvale, California to

(Renter) on the following days and times.

for the hours of                      to

Full Week

for the hours of                      to

for the hours of                      to

for the hours of                      to

for the hours of                      to

*RENTAL HOURS: Full days: 8am - 6pm; Half days: 8am -1 pm; or 1pm - 6pm (Saturday +\$150; Sunday +\$250)*

*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 |
|--------------------|------|----------------|-----|
| COVID Cleaning Fee |      |                |     |

The total fee for this agreement is

How many people do you expect to be onsite at one time

*Please note: Due to COVID-19 and PLS Policy, renters must limit on site guests and crew to essential people only to safely maintain social distancing as specified by CDC guidelines. PLS requests no more than 10-12 people at one time be within the building.*



## **BOOKING & CANCELLATION POLICY:**

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

*\*Bookings with additional services, talent or staff provided by PLS require a 50% deposit at time of Booking.*

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

**2-7 days – 50% full rental**

**Less than 2 days – 75% full rental**

Payment is due on or before the day or days of actual studio use. Cash and credit cards only are accepted. Accounts can be set up with select clients with multiple rental dates.

## **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. Renter is responsible for clean up of smoking 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 necessary. The renter agrees to leave the studio in the condition it was found, or a \$100 cleaning fee will be assessed.

## **OTHER FEES**

- \$100 COVID cleaning fee (ensures studio cleaned before your rental)
- \$100+ for disposal of extra trash created from renter and Studio use



**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 guests on site OR provide a Certificate of Insurance.**

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, renter’s models, renters 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 Deposit
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 any 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 COVID-19 POLICY GUIDELINES AND PLS REQUIREMENTS**

- All persons in the building must wear face coverings at all times unless on camera and while eating
- All persons use hand sanitizer upon entering
- Renters agree to stay out of restricted areas or areas marked not for their use
- Avoid, as much as possible, handling or touching 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.
- Maintain the required social distance during breaks, lunch, etc.

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 FOR HOLD DEPOSIT**

Name on Card

Card No.

Expiration

Code

Billing Address

Signature \_\_\_\_\_