

Rental Agreement

**THIS CONTRACT IS BETWEEN**

Ten Ton Studio (DBA)

AND

(Renters' Names).

We agree to rent the property at **63 Flushing Ave #819, Brooklyn, NY 11205** for the purpose of:

..... (type of event) on (date.)

Number of expected guests: Names of Renters:

.....
.....

I. THE RENTAL INCLUDES THE FOLLOWING:

1. The use of the property from (AM/PM) until (AM/PM).
2. The use of the photography studio, rooftop patio, and parking lot.
3. For photoshoots, all EQ needed on the shoot will be provided by Ten Ton Studio, unless the EQ belongs to the Production Company or the Photographer, or unless other arrangements are made. A load-in fee of other EQ may be required.
4. Clean and well stocked bathroom and kitchen.
5. Optional chairs, tables, and couches. These will be available for your use at your discretion and can be moved by the Renters so long as they are picked up and placed down and not dragged.
6. A Venue Manager who will communicate with you in the months prior to your event and answer any questions.
7. A 1 hour rehearsal which usually takes place the morning before your event.

Total Rental Amount

50 % Deposit

II. LIABILITY AND INSURANCE:

The renters are responsible for the actions of themselves and their guests while attending the event at Ten Ton Studio. Renters will obtain liability insurance and provide proof of that insurance no later than two weeks prior to the Event. A "Certificate of Liability Event Insurance" and a "Certificate of Liquor Liability" naming "Ten Ton Studio" as additional insured in the amount of \$2,000,000 is required that will indemnify Ten Ton Studio as well as Robert Clark Photography both professionally and personally. The certificate must also show the client(s) and event date. Renters are responsible for any repair or replacement costs of equipment, furniture, or studio damages and assumes all risk of personal property damage or personal injury.

III. VENDORS:

You are responsible for scheduling a caterer or providing your own food service. The Studio suggests using a professional, licensed caterer. You or your caterer will return the venue to the condition in which it was found. If not left clean and in the condition it was found prior to the event, you will be charged an additional cleaning fee of \$250.00.

You can bring your own beer, wine and alcohol. No minors under the age of 21 may be served alcohol. By serving alcohol at your event, you assume responsibility for any damages, injury, etc. due to consumption.

Furniture and other rentals may be delivered up to one day prior to the Event and picked up the following business day.

IV. SOUND:

We are required to comply with city code and want to be considerate of our neighbors in the Brooklyn Navy Yard. If you are hiring a musician, band or DJ, they must bring their own sound equipment.

V. DECOR:

If you choose to use paper products instead of china, we request that you use zero waste compostable products. Only use non-damaging hooks such as Command Hooks to suspend décor. No tacks, nails or screws are permitted on walls or columns. The use of candles is allowed, but they must be contained in votives.

Candles are not allowed in unattended areas. Any wax overflow must be cleaned up properly so as not to leave any residue. **The following are prohibited:**

1. Glitter, confetti, or other micro-plastics difficult to clean up are prohibited.
2. Sparklers, fireworks/firecrackers, and other pyrotechnics are prohibited.

VI. CLEAN UP:

Please leave the studio as you found it. All decorations, rentals, and personal belongings will be removed from the premises at the end of your booking period. All trash will need to be bagged in the trash bags provided and placed in the outside dumpster. Ten Ton Studio will provide cleaning of the venue after the event. Any excessive cleaning required will result in an additional cleaning fee of \$250.

Ten Ton Studio

63 Flushing Ave #819,
Brooklyn, NY 11205

bookings@tentonstudio.com
+1 718-858-1810

VII. MISCELLANEOUS:

Children must be kept under close adult supervision at all times. There are potential dangers associated with the rooftop patio and the heavy photography and lighting equipment. You are responsible for all children and minors attending the Event and for any damage caused by unattended children.

Pets of the Renters are allowed at the venue as long as they are leashed and not left unattended. Guests are not allowed to bring pets.

Ten Ton Studio is a smoke-free and marijuana-free property and does not permit smoking of any kind inside the building. Guests may choose to smoke on the rooftop patio or outside in the parking lot.

Parking is available in the designated parking lot adjacent to the Studio. Parking is limited; we encourage carpooling, car share services, or the use of a shuttle service.

IX. DEPOSIT, REFUND POLICY, AND ADDITIONAL CLAUSES:

A deposit of (50% of total price) will reserve this date and time. The balance is due 30 days prior to the event. In case of a postponement by the Renters more than 45 days prior to the Event, the Studio will allow a rescheduled date of the Event. Cancellations will forfeit the required deposit. All major credit cards to be charged via Square or Zelle can be arranged.

Termination Clause: In the case of severe weather related incidents, a government shutdown, pandemic, or other unforeseen disasters, the Studio will cancel the Event and either work with the Renters to reschedule or refund the deposit.

Photo Release Clause: Ten Ton Studio is permitted to use and edit photos taken during the event and provided by the Renters for promotional purposes.

We agree to the conditions above.

| | |
|--------------|--------------|
| Signature | Signature |
| Date | Date |
| Email | Email |
| Phone Number | Phone Number |

Credit Card Authorization Form

**Please complete the information below:**

By signing this form you give us permission to debit your account for on or after the indicated date.

This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Sign and complete this form to authorize Ten Ton Studio to make a one time debit to your credit card listed below.

I authorize **Ten Ton Studio**
to charge my credit card indicated below for on or after

This payment is for:

| | | | |
|---|---------|------------------|---------------|
| Billing Address: | | | |
| City: | State: | Zip Code: | Phone Number: |
| Email: | | | |
| Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER | | Cardholder Name: | |
| Card Number: | Expiry: | CVV2 | |
| Signature: | | Date: | |
| <p>I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.</p> | | | |

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX)