

OFFICE AND CAGE RENTAL AGREEMENT

Project Title: _____
 Production Company: _____
 Reserved By: _____ Contact Phone #: _____
 Production Office Address: _____
 City: _____ State: _____ Zipcode: _____
 Production Office Phone: _____

Rental Start Date¹ : _____ Rental Completion Date²: _____

of Weeks: _____

SELECT A FACILITY (ONE WEEK MINIMUM rental for offices and cages) A description of each facility and its amenities is available for your convenience.

Office #1 (11.5'x24')	\$440/week (8 days) or \$1600/month (30days)	\$100 Deposit
Cage #1 (8.5'x25')	\$142/week (8 days) or \$550/month (30 days)	\$100 Deposit
Cage #2 (8.5'x25')	\$142/week (8 days) or \$550/month (30 days)	\$100 Deposit

*****DEPOSITS AND A COI ARE DUE ON THE DAY RESERVATION IS MADE TO CONFIRM YOUR SPACE(S)*****

List of Authorized Personnel – **Only listed personnel are allowed into the facilities.** You may add or remove personnel from the list at any time.

Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____

I, _____ as a representative of _____ am authorized to enter into this facility rental agreement. My signature below indicates that I understand and agree to the terms and conditions stated herein, and certify that all of the information I have provided is correct. I agree to exercise care and safety in the use of the office(s) and/or cage(s) and hold harmless Southeast Costume Company from all liability and medical expenses resulting from the use of the office(s) and/or cages(s). Damage to the premises will be assessed before and after rental takes place. Any new damage will be taken out of the deposit. **SCC facilities are located in a SHARED INDUSTRY SPACE. Under NO CIRCUMSTANCES are any personnel to enter into any space that is not designated on this form. Failure to follow posted rules³ will result in immediate termination of this contract without refund of rental fees or deposits.**

Signature of responsible party	Print Name and Title	Date
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¹ Start Date includes load in/set up day

² Completion Date includes load out/clean-up day. Facilities must be cleaned and vacated by close of business day.

³ Please see a complete list of posted rules on second page

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POSTED RULES

1. There is to be no duplication of keys made for the facilities rented. Loss of keys/failure to return keys will result in loss of deposit and re-keying fees.
2. For the comfort and safety of everyone there is **ABSOLUTELY NO SMOKING AND NO PETS ALLOWED ON THE PREMISES OR IN THE RENTED FACILITIES.**
3. There is to be no alteration to the office/cage walls or equipment.
4. No food or drink (water excepted) is allowed inside the rental office or cages. Food must be properly stored in designated kitchen area ONLY. All garbage/food waste must be properly disposed of. Any dishes must be washed, dried, and put away.
5. Laundry facilities DO NOT include laundry supplies such as detergent, dryer sheets, stain removers, etc. **You must provide your own supplies.**
6. Do not leave items in the washers or dryers. SCC is not responsible for any lost/damaged items that are left in the laundry facility.
7. On your completion date, all items must be removed from the facilities including any food from the kitchen area, laundry supplies, etc and all keys must be returned.

Office/Cage Amnities:

Office #1: 276 sq ft (11.5'x24') - \$440/week or \$1600/month

2 desks and 2 chairs
Cork board & pushpins
Access to kitchen area
Access to laundry facilities
24 hour secure access
Wifi
Mirror, partition curtain
2 z-racks

Cages #1 & #2: 212 sq ft (8.5'x25') each - \$142/week or \$550/month each

Amenities listed are per each cage

48ft of hanging bar
5 laundry baskets/bins
Shelf space
2 z-racks
Keyed padlock
24 hour secure access
Wifi