

# Studio Rental Request

Located in downtown Calgary, the School of Alberta Ballet boasts six studios spread over nearly 21,000 square feet, including a library and board room, parents' lobby and two large change rooms. Each studio is fully equipped with sprung floors, mirrors, barres and pianos. Five of our studios measure 40ft x 40ft and feature high ceilings, making the School of Alberta Ballet the only institute in Western Canada to have such spacious facilities. Outside there is a courtyard with seating and amenities such as shopping, coffee houses and a deli downstairs.

If you are interested in renting, please fill out the Studio Rental Request Form and submit it to Reception at [calgarystudios@albertaballet.com](mailto:calgarystudios@albertaballet.com) or by fax to (403) 245-2293. Rates are \$35 per hour for non-profit organizations and \$55 per hour for profit organizations. The School tries to accommodate renters who wish to book outside of the School's regular hours of operation; however, an additional \$20 per hour will apply to the rental fee. A \$200 damage deposit and proof of insurance are also required prior to renting.

Please also refer to the following pages for policies on renting studios at the School of Alberta Ballet.

Renter Information				
Renter Organization				
Address				
	Street Address	Province/State	Postal Code	Country
Phone				
Email				
Contact Person				

Studio Rental Request Dates and Times	
Studio Rental Start Date	
Studio Rental End Date	

Please fill out the below studio rental request table. If you require more than one studio at the same time, please indicate that by filling out all times you wish for each studio. Please note studio names listed below do not correspond to specific studios. We will place you in whichever studios we have available and we will do our best to accommodate your needs.

# Studios	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday*
<i>Example</i>	7-930 PM		530-9 PM				
A							
B							
C							
D							
E							
F							
Library							
<b>Total Hours</b>							

\*Sundays, holidays and after hours are charged at the regular per hour rate plus an additional \$20 per hour to cover additional staff.

# Studio Rental Request

## DATES OF EXCEPTION

Your contract is calculated by the number of hours used each week multiplied by the number of weeks in your season. If there are any exceptions to the dates of your bookings, such as holidays, etc., please include them below. These amounts will be deducted from the total hours used by the renter.

#	Reason	Date	Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
<b>Total Hours =</b>			

## SUBTOTAL CALCULATIONS

Please note: Rental Contracts are drawn up in the interest of both the School of Alberta Ballet and the Renter. This contract assures you that the hours we have agreed to rent to you will be available for your use. As such, that studio time is considered booked and thus unavailable for another renter or another one of our own classes. If you cancel a class throughout the year, we must continue to bill you as this agreement prevented someone else from booking during that time. Although this agreement assures you the time available for your booking, we reserve the right to place you in different studios as need be.

Hours per Week	Total
# hours per week	
# Week	
# hours of Exception	
Total Studio Hours	
Cost per Studio Hours	
Subtotal	
# hours for Reception	
Reception Coverage Hourly Rate	\$20
Subtotal	
Total Rental Fee Due	
Damage Deposit	\$200.00
<b>Total Fee Due</b>	

This agreement is considered final once both parties below have signed this copy as well as the Rental Terms & Conditions. Additional studio requests must be completed using a new Studio Rental Request Form.

Signature of Renter	Date
Signature of Artistic Principal	Date

## **RENTAL TERMS & CONDITIONS**

By engaging to rent our studio for any purpose, you hereby state that you have read, fully understand and agree to be bound by the following terms and conditions. All renters must provide the School of Alberta Ballet with a signed copy of this form before holds or bookings will be accepted. We cannot allow your rental to go forward without a signed and dated copy of this form.

### **Rates**

Rental rates for non-profits are \$35 per studio per hour. For-profit rates are \$55 per studio per hour. Seasonal renters will be billed on twice per season and payment is due within 30 days from invoice date. The School tries to accommodate renters who wish to book outside of the School's regular hours of operation; however, an additional \$20 per hour will apply to the rental fee. This Contract stipulates the rate for the booked studios only; additional studios beyond this agreement will result in additional costs to the renter.

### **Deposit**

A \$200 Damage Deposit is required for all renters to protect against damages to the equipment or premises caused during your rental period. This deposit will be refunded to you upon the conclusion of your rental period, assuming there are no outstanding fees to your account, including rent arrears or damages.

Loss or damages to the studio resulting from renter or guests/clients of renter and involving more than normal wear and tear—will be billed to the renter, and a minimum charge of \$75 will apply. Any renter that leaves the studio in a state that requires more than the normal amount of cleaning will be billed at an hourly rate of \$30 per hour.

### **Cancellations**

We reserve the right to refuse reservations at our sole discretion. If we must cancel your reservation for any reason, you will receive a full refund for that time period.

### **Length of Use**

Studio must be cleaned and vacated within 10 minutes of the end of the rental period. Failure to do so will result in extra billing hours. Our hours of operation are Monday to Friday, 9:00 AM to 9:45 PM; Saturdays, 9:00 AM to 2:00 PM. Rental times outside of these hours are arranged under special circumstances only, which will result in additional charges to cover personnel coverage.

### **Terms of Use**

Use of our studio is AT YOUR OWN RISK. You hereby waive your right to seek legal redress for mishaps, accidents and loss while on our premises.

We agree to present the studio in good condition upon your arrival and you, the Renter, agree to leave our studio and adjacent property in the same condition as when you arrived.

You agree to have all clients and guests conduct themselves in a quiet, orderly manner. Clients of the renter are to be restricted to the studio under the rental agreement only. All other guests, including children and parents, are to remain in the front waiting lobby of the School. It is your responsibility to manage the behaviour of your clients and their guests. Failure to do so will result in cancellation of this rental agreement. Refunds of deposit and rent are not granted for cancellations resulting from inappropriate conduct on behalf of the renter. No animals are allowed in the building. The renter will assure that all those entering the studio will remove street footwear because of possible damage to the studio floor.

# Studio Rental Request

## **Indemnification**

You agree to indemnify and hold harmless the School of Alberta Ballet, its owners, agents, employees, independent contractors, management, bookers or any other related personnel, the company and any of its subsidiaries from and against claims, demands, losses, costs, damages, actions, suits, or proceedings by third parties that arise out of, or are attributable to, your activities while renting the studio space.

## **Release of Liability, Waiver of Claims**

In consideration of the School of Alberta Ballet accepting your application for rental of the studio facility you agree as follows:

To waive any and all claims that you have or may have in the future against the School of Alberta Ballet and to release them from any and all liability for any loss, damage, expenses or injury including death that you or your participants may suffer as a result of your use of the studio facilities, due to any cause whatsoever, including negligence, breach of contract, or breach of any statutory or other duty of care, including any duty of care owed under any applicable Occupiers' Liability Legislation on the part of the School of Alberta Ballet, and also on the part of School of Alberta Ballet to take reasonable steps to safeguard or protect the renter from the risks dangers and hazards inherent in the use of the studio facility.

## **Insurance**

Without restricting the generality of INDEMNIFICATION above, the renter shall provide, maintain, and pay for the insurance coverage specified below. Unless otherwise specified, the duration of the insurance policy shall be from the commencement of rental of the studio facility until the date of cancellation of the rental agreement. Prior to commencement of the renters' use of the studio facility the renter shall provide the School of Alberta Ballet with a Certificate of Insurance confirming coverage. The policy shall be endorsed to include the School of Alberta Ballet as an Additional Named Insured with respect to liability arising out of your operations and use of the studio facility.

Commercial General Liability policy with a minimum limit of \$1,000,000 per occurrence and with a property damage deductible not exceeding \$2,500. The policy shall be endorsed to provide the School of Alberta Ballet with not less than 30 days' notice in writing in advance of any cancellation and of change or amendment restricting coverage.

The School of Alberta Ballet will only be liable for the amount of the rental fee if your studio is delayed or cancelled as the result of a situation that arises in or on the building premises that is out of our control. The School of Alberta Ballet expressly prohibits any illegal activity on its premises during the course of any rental.

You agree to be solely responsible for the conduct and welfare of all persons accompanying you while on our premises.

You agree that someone representing the School of Alberta Ballet will be present in the building at all times you are using it.

You agree to the terms above and agree to make your representatives responsible for these terms.

Signature of Renter	Date
Signature of Artistic Principal	Date