

# Reservation Agreement for Special Events

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Name of Business/Organization or Renter Name

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Primary Contact

Phone

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Email

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Billing address

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Description of Renter's activity

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Day(s) and Time(s) for Renter's activity

Open Studio

Closed Studio  
(Studio C)

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Start Date

End Date

## Rental Rates

**Special Events**

**Peak**

\$65 per hour

**Off-peak**

\$50 per hour

\*Peak hours are 3 to 7pm,  
Monday through Thursday

**Day Rate**

\$450 per day

**Cleaning Fee**

\$150 per day with staff

\$60 without staff

## Rate Calculator

+ \$

**Cleaning Fee**

=

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Special Events hours or day

**Total**

Paid? (Method: Credit Card | Check | Cash)

Security deposit for Special Events: \$100

Security Deposit for liquor (if applicable): \$100

Paid? (Check only)

Paid? (Check only)

## Credit Card Information

Visa | MC | Discover

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CC No.

Expiration

CCV #

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Signature of renter

Date