



# INSTAR LODGE

— Germantown, New York —

## TERMS (1 OF 2)

### LOFT SPACE

(recitals, performance, exhibit, screenings, lectures, readings, movement, workshops, etc):

- Rental for rehearsal \$25-\$50/hr sliding scale
- Performances 30% of suggested door donation
- Non-refundable \$50 deposit for 2hr min. rental per calendar date, per event
- Yoga and all workshops/classes 30% of suggested donation pp, instructor is responsible for a non-refundable \$25 deposit per hour of calendar date

### WOMEN'S WRITING ROOM:

- Available to all local female writers to rent on a daily basis for \$25 from 7am-2:30pm Monday-Friday
- Women with financial need may apply to the Virginia Scholarship which provides thirty days fully funded to be scheduled as desired, an applicant may only receive one Virginia Scholarship per year.

### STUDIO SPACE

(workshops, classes, gatherings, dinners):

- Workshops, classes and retreats 30% of registered tuition with a non-refundable \$50 deposit for 2hr min rental per calendar date
- Non Profit Groups (including writers groups, parents groups, etc.) a suggested donation per head for space \$5-15/hr given to the space, organizer is responsible for a minimum of \$25 non-refundable deposit per hour per calendar date

### KITCHEN:

The kitchen is available to rent by the hour for sliding scale of \$25-\$50 for educational use and/or to be used in conjunction with a special event

**Artists and Facilitators are responsible to set their own pricing.** All workshops, classes and retreats must make need based scholarship available to 20% of participation (If max number of participants is 10, 2 full scholarships need to be available). If no participants request scholarship 20% of the total tuition earned will be donated to Instar Lodge to pay forward towards providing scholarships and for Artist Residency programs.

All workshops, classes, retreats, performances, and special events must offer 10% discount for Instar Lodge members and 25% discount for artist residents

EXAMPLE

Full workshop with suggested donation of \$45/ 10ppl pay  
6 members pay \$40 each, 2 non-members pay \$45 each, 2 full scholarship pay  
\$0=\$335 minus 30% Instar Lodge usage fee \$100.50=\$235 for artist/facilitator



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## TERMS (2 OF 2)

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**Retreats, Kitchen and full space usage negotiated on individual basis**

**Fully Funded Programs and Performers that offer free admission will pay a suggested donation of \$25-50hr to Instar Lodge with a 2hr minimum per calendar date depending on program/event**

### **PROMOTIONS:**

- All public projects, workshops and events will be cross promoted between the Instar Lodge and participating artists, organizations and facilitators; with expectations that both parties include and share web related links, social media with their audiences and press opportunities
- All private events are expected to promote and share Instar Lodge with their audience when applicable

### **CANCELLATION'S AND RENEWALS:**

- One time programs and events may cancel within seven days of their calendar date and owe 50% of the cost, any cancellations after will be responsible to pay 100% of the usage fee originally agreed on in the contract
- All programming that is ongoing will be based on a maximum four-month contract, which may be renewed or terminated by either the facilitator or Instar Lodge at their discretion. Termination and renewals must be made within four weeks of the original contracts end/start date. Any program that terminates before the contract date will owe 50% of the remaining monies.