



Official Studio Lease Agreement

Tenant Name: _____

Date: _____ Phone Number: _____

Email: _____

Current Address: _____

Studio # / Floor: _____ Rent: _____

Lease Duration: _____

Portfolio or Business Website: _____

Current Employer: _____

Employer Manager/Phone: _____

Current Landlord/Phone: _____

Professional Reference #1: _____

Reference Phone: _____

Professional Reference #2: _____

Reference Phone: _____

Emergency Contact Info: _____

Lease Agreement & Regulations

Welcome to Christian Hill Studios, here to provide you with a space where you can build your business and creative aspirations. Additionally, we offer graphics and website services to help your projects grow. Please read through the following pages to familiarize yourself with our lease rules, regulations, and policies. We are a shared space community and we strive to provide you with a safe environment by strictly implementing everything discussed in this lease. Please make sure you understand everything before signing and committing to a lease with us. We require a copy of your driver's license and a copy of a most recent utility bill with your current living address. First, Last, and Utilities is due at the time of signing this lease. Please note this lease can change at time prior to you filling out so read thoroughly right before completing it.

This lease is made between Christian Hill Studios at Wyman's Exchange and you the "Tenant" for the purpose of renting out the studio/office space listed above for the listed duration. To secure your lease during this time and to ensure a lease extension please respect our community rules and regulations listed below.

It is against the law to smoke indoors of a commercial building. There is to be NO SMOKING of any kind inside the building or in the fire escape. If you wish to smoke you must go out the front door and away from the entrance so as not to have any smoke go into the building. Likewise, there is to be no burning of incense or candles. Strong smells can be disruptive to your neighbors on your floor and on floors above you (travels through vents.) A smoking violation could result in us reporting you to the authorities, a fine, an immediate termination of your lease, or all of the above. While there is 24 hour access, overnight stays are strictly prohibited. These spaces are for professional use and the 24 policy is in case one has to work late or come in early. Consistent overnight use could result in a review of a lease. If it is discovered that someone is sleeping regularly in their space their lease could be terminated. Your foot traffic should be limited to you, your clients, associates, employees or coworkers. The spaces are not meant to be used for social gatherings. Liquor for you or your guests is to be kept INSIDE your studio space. Noise levels should be kept at a professional level at all times.

Existing music or recording studios work on their projects after 5PM when most people are out of the building. Remember this is a shared space and you never know when someone might be in the studio next to you trying to get work done. Also, keep your space clean and in a professional state in the case that we have to do inspections of any kind (city, fire, health, or as mandated by building owner.) The

option for a future extension will be based on timely rent payments (and the compliance to the listed rules and regulations.)

The violation of any of these rules will result in verbal or written warnings and we have a 3 STRIKE POLICY. In the case that your lease is terminated, you will be given no less than 14 days or until the end of the month to vacate your space. We reserve the right to terminate this lease based on whether or not you, the tenant met all requirements and regulations stated in this lease agreement and through additional notices given. This includes timely rent payments, acceptable use of the 24 policy, cleanliness of the space, appropriate foot traffic, etc. When renewing your lease, expect to see an increase of about \$25-\$50/month for the duration of the new lease terms.

Rent Payments

Rent is due on the 1st of the month. The 5th of the month is the late payment grace period. A late fee in the amount of \$25/week shall be assessed if payment is not postmarked or received on or before midnight on the fifth day of the month. If rent is still unpaid by the last day of that month without written or verbal communication explaining any special financial circumstances, the Landlord reserves the right to give written notice either by email, text, or Facebook Messenger that this lease has been terminated. IN THE CASE OF A TERMINATED LEASE DUE TO UNPAID RENT, THE TENANT WILL BE HELD RESPONSIBLE FOR THE PAYMENT OF ANY UNPAID RENT AND WILL BE BILLED AN EARLY TERMINATION FEE (if incident occurs prior to lease ending date). Tenant will be expected to vacate the studio space within 7 days. Please leave your rent payments in the drop box right outside of our 6th Floor Offices (#600.) in case you cannot schedule a time to give the rent money to us in person. Schedule in advance to avoid late payments.

Please note there is an additional \$50-\$100/month increase in rent per additional name on the lease and based upon the number of key sets given out. For the majority of our spaces, there is a limit of two tenants per studio.

Payments can be made either by cash or check delivered in person or dropped off at the designated location on site. Additionally, ChristianHillStudios.com now offers online payments through PayPal and accepts all major credit cards. Finally, our preferred method is using Facebook's Messenger app which is free to instantly send and receive money. This method only accepts payments through your bank's debit card system.

There is a refundable \$50 deposit for building keys which must be paid to the building owner and manager Wyman's Exchange.

Property Security

We have 24 hour monitoring (5th floor) but the main doors are to remain closed at all times. At no time is the floor open to public flowing foot traffic. Any incoming traffic is by invite only. The Tenant is encouraged to purchase their own renter's insurance policy especially if the unit space rented contains a higher number of expensive equipment. Additionally, some tenants have their own security cameras protecting their assets. The Tenant shall save Landlord harmless and indemnify Landlord from all injury, loss, claims or damage to any person or property while on the leased premises. To maintain the security of all tenants, we ask that tenants refrain from having excessive foot traffic and guests. We ask that guest be limited to clients, working personnel, etc. Large parties for the purpose of socializing are not encouraged. Consistent and excessive foot traffic could result in verbal or written warnings. ALL GUESTS ARE TO BE ACCOMPANIED by a supervising tenant (or an approved individual in the lease.) Any guests found unsupervised will be asked to leave the premises. Any guests looking for a non-present tenant will not be allowed on the spaces and asked to wait outside in the main hallway area.

Utility Policy

PLEASE MAKE SURE ALL TVS, ACS, HEATERS, FANS, COMPUTERS, ETC ARE SHUT OFF AT THE TIME OF LEAVING THE STUDIO FOR THE DAY/NIGHT. PLEASE NOTE, WE WILL BE COLLECTING A \$200 ELECTRIC FEE (FOR 6 MONTH LEASES: \$175) TO COVER THE EXTREMELY HIGH COSTS OF UTILITIES DURING THE SUMMER MONTHS, MOSTLY RESULTING FROM AC UNITS. This fee applies to every tenant regardless of whether they have an AC unit or not. This fee applies to permanent, short term, long term, or new tenants. This \$100 fee is due at the time of signing this lease. Also please make sure to shut off any hall lights and lamps if you feel that you are the last one to leave the premises.

Use Of Your Studio Space

As mentioned, the studio / office space is to be used for WORK PURPOSES. We are given a lot of creative freedom with what we do with our spaces, meaning you can change flooring, paint the walls, and in some cases, even tear down walls. Any flooring, structural, or actual construction changes have to be submitted in form of high end sketches or CAD program for approval by Christian Hill Studios and the Wyman's Exchange property owner.

At the end of your stay with us, we ask that you paint your walls to soft white. Any damages to the property including walls, lighting, flooring, exterior space, doors, etc. will result in a Repair Fee which will be assessed at the time of your departure and due within 30 days of your last day.

We reserve the right to inspect your studio space from time to time. This most usually will be the result of a city inspection from the fire department, code inspectors, etc, but may also be a mandate from the building owner or if we suspect there is any illegal activity such as smoking or otherwise. We will send you a text and/or call you in advance with a warning of no less than 30-60 minutes prior. For this reason we ask that you keep your studio / office in a professional and clean condition.

Lease Termination:

In the case that you have to terminate your lease prior to the above ending date, there is a termination fee equaling to one and a half month's rent accompanied with at least a 30 day written notice of termination plans. This termination fee is to be paid prior to the FIRST DAY of your last month. If you have already paid your last month in advance, you may give your 30 day notice, pay the fee, and your rent for that month would be covered under your initial payment. If you can find someone to take over your space and continue your lease without lease disruption we will waive the termination fee. Please note the new tenant would have to sign up for a new lease for no less than a 6 month period.

Tenant Signature: _____

Christian Hill Studios Representative: _____

Date Signed: _____

Additional Tenants Info: Please Fill out additional cover page and attach to front of lease along with a copy of all tenants' driver's licenses.

Christian Hill Studios is now a partnership between Pacific Creative Studios of Honolulu, Hawaii and Wyman's Exchange, Inc. in support of the local creative and entrepreneurship community. Please visit PacificCreativeStudios.com for more information or if you are in need of marketing services. Welcome to Christian Hill Studios!