

# STUDIO308

S A N F R A N C I S C O

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Welcome to Studio 308!

We're happy to have you, please keep in mind the following "rules of the road". These terms must be agreed upon in advance before occupying the space.

1. Unless otherwise arranged, the space is rented in bare fashion. Use of kitchen, bathroom, downstairs lounge, and conference/dining table is included and welcomed. Access to downstairs office, upstairs loft, or storage areas are not permitted.
2. Sub-renter must provide proof of liability insurance in the minimum amount of \$1,000,000. Additional insured needs to be listed as Caren Alpert or Nick Vasilopoulos.
3. Full payment for studio rental is due before event/shoot/production/meeting begins. If payment has not been made by the beginning of the event/shoot, access to studio will not be allowed.
4. Day rentals are for 10 hour days. Overtime is charged at 1.5x your day's hourly rate.
5. Front door must remain closed and locked at all times, no exceptions. If the event/shoot is on weekends or after hours, the exterior building door (on 22nd St.) must remained closed/locked at all times.
6. We have a security camera system in place to protect officegear/equipment. Obstructing or tampering with the cameras is not allowed.
7. Grip equipment, carts, lighting, V-flats, or other light shapers are not included unless otherwise arranged upon in advance. Using backdrops or table props is not included but feel free to ask us if you need to use anything.
8. Studio noise must be kept to a mininum.
9. All wall art should stay hanging on walls unless otherwise arranged in advance.
10. All furniture must be returned to original formation.
11. Studio must be left in same condition as it is found or a \$150 cleaning fee will be assessed. Kitchen and bathroom cleaned, dishes cleaned, trash removed and taken downstairs. You will easily find building garbage bins at bottom of elevator.
12. Recycling is mandatory (as per city mandate). If your trash is not sorted before you dispose of it, a penalty of \$100 will be charged.

Thank you and we hope you enjoy the studio space!

Signature: \_\_\_\_\_

Name/Company:

Address:

City, State, Zip:

Phone:

Email: