

EDGE STUDIOS & GRIP  
1388 S. LONGWOOD AVE  
LOS ANGELES, CA 90019  
P 323.934.3300  
F 323.934.4377  
INFO@EDGEGRIP.COM  
EDGEGRIP.COM



EVENT RENTAL AGREEMENT

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EVENT NAME \_\_\_\_\_ EVENT DATE(S) \_\_\_\_\_

# OF GUESTS \_\_\_\_\_ SET-UP TIME \_\_\_\_\_ EVENT START TIME \_\_\_\_\_

EVENT END TIME \_\_\_\_\_ FINAL WRAP TIME \_\_\_\_\_

CLIENT NAME/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

PRIMARY CONTACT NAME \_\_\_\_\_

PRIMARY EMAIL \_\_\_\_\_ PRIMARY PHONE \_\_\_\_\_

SECONDARY CONTACT NAME \_\_\_\_\_

SECONDARY EMAIL \_\_\_\_\_ SECONDARY PHONE \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

**NOTES** Standard rental time is based on an 8-hour day, which includes load-in and strike time. Additional time, if needed, is subject to an overtime rate of \$275/hr.

**DUES** For the above listed dates and times, a rental fee of \$\_\_\_\_\_ is due by the below date, and payable via cash, check, or credit card payable to EDGE GRIP LLC. Credit card payments are subject to a 3% processing fee.

**DAMAGE DEPOSIT** \$500 (refundable) DUE DATE: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_

**SECURITY DEPOSIT** \$500 (refundable) DUE DATE: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_

**RUN OF SHOW** To ensure smooth schedule and communication, please provide us a call sheet and/or run of show.

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This is a binding agreement between EDGE Grip, LLC (EDGE) and the below-signed individual representing the below named production entity (Renter/Client). Upon execution, this agreement is mutually binding. By signing below, Renter acknowledges an understanding of and agrees to abide by the conditions and terms described herein:

**SECURITY & DAMAGE DEPOSIT** A \$500 SECURITY AND \$500 DAMAGE DEPOSIT ARE REQUIRED 30 DAYS PRIOR TO SECURE YOUR EVENT DATE. DAMAGE DEPOSIT IS FULLY REFUNDABLE WITHIN 7 DAYS POST-EVENT PROVIDED THERE ARE NO DAMAGES TO PROPERTY OR BALANCES OWED. SECURITY DEPOSIT IS FULLY REFUNDABLE UP TO 14 DAYS PRIOR TO YOUR EVENT. CANCELLATIONS WITHIN 14 DAYS FORFEIT FULL SECURITY DEPOSIT (\$500). FULL BALANCE IS DUE BEFORE EVENT START TIME. SECURITY DEPOSIT MAY BE APPLIED TO YOUR REMAINING BALANCE.

**PAYMENTS** All balances must be paid by 14 days in advance of your event. If the full balance has not been paid by the commencement of your event, EDGE GRIP LLC reserves the right to cancel your event. Renters/Clients with delinquent accounts are required to pay account balance in full, prior to commencement of a new shoot or event, unless other arrangements are made.

We accept cash, check, wire & electronic transfers, and all major credit cards (Visa, MasterCard, American Express, Discover). Payments should be made to EDGE GRIP LLC. Credit card payments over \$1,000 will be charged a 3% processing fee. Note: any refunds may take up to 5-7 business days to appear on your card depending on your banking institution. For credit card payments, renter must have current [Credit Card Authorization Form](#) on file. EDGE reserves the right to charge all amounts that are 60 days or more past due to Renter's credit card, including a 3% credit card service fee and any applicable late fees.

Additional fees and/or requested or required overages, expenses, or staff costs will be quoted and detailed in a separate estimate and invoice, and will be approved prior to processing. No refunds will be given for expendables, such as rentals, nor items purchased for your production or for any costs incurred thereof. No refunds will be given within 14 days of events as this may cause loss of business and additional bookings. Unfortunately we cannot make any exceptions to these policies.

EDGE charges a late fee of 1.5% per month for overdue invoices. Renter is liable for all costs, legal and/or collections fees incurred by EDGE in efforts to collect past due payments.

**CANCELLATION** If event date is cancelled:  
— 14 days prior to event, full refund will be made.  
— 7 days or fewer prior to event, no fees will be returned.

**CAPACITY** Maximum capacity in STUDIO ONE is and 300 (standing) 200 (seated) and maximum capacity in STUDIO TWO is 150 (standing) and 75 (seated) or risks being shut down by fire marshal.

**INSPECTION** All equipment and property is available for your inspection. Failure to inspect waives Renter's rights to claim facilities and equipment did not conform with those requested and will be assumed to be in good and working condition at time of use/delivery. Final walk-through with a member of our event staff is mandatory at the conclusion of your event. EDGE staff reserves the right to enter and exit space during the timeframe of the event to ensure everything is running smoothly.

INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

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**INSURANCE** Special Event Liability insurance is required and due no later than 14 days prior to event at Renter's sole expense.

PROOF OF SINGLE LIMIT LIABILITY COVERAGE NOT LESS THAT \$1M, AND GENERAL LIABILITY COVERAGE NO LESS THAN \$2M LISTING "EDGE GRIP LLC" AS ADDITIONAL INSURED REQUIRED NO LESS THAT 14 DAYS PRIOR TO EVENT.

If alcohol will be served, insurance policy must include HOST LIQUOR LIABILITY coverage to protect against alcohol related accidents, as Renter is ultimately responsible for safety of guests. Approved catering vendors may use their license and insurance to cover this, but must remit copy of certificate of insurance to EDGE.

**PROPERTY & LIABILITY** Renter agrees to indemnify, defend, and hold EDGE GRIP LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at EDGE. Renter agrees to take precautions to protect the studio cyclorama (cyc) wall for the duration of the event. Any damages made to the cyc will be taken from the security deposit for necessary repairs.

Renter may decorate space according to their event needs, however no holes are to be put into studio walls or cyc. In the event anything is hung on the walls where holes are made, additional fees will be incurred and renter may forfeit security deposit. An additional invoice will be issued within 72 hours of event in the occurrence of any damages.

In the event EDGE, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay all reasonable attorney fees, court fees, and costs of suit incurred by EDGE GRIP LLC, its officers, landlord, building owners, employees and/or agents, including any expense for collection services and/or interest due.

EDGE is not responsible any property nor articles left behind by Renter, crew, or any other parties. Renter assumes full responsibility for any loss and/or damage to any property or equipment belonging to EDGE, whether caused intentionally or by accident by crewmembers, talent, or other guest or party on the premises.

Renter shall cover any Loss of Income equal to the base rental rate due to lost/damaged property or equipment multiplied by number of days required to repair or replace lost/damaged item in addition to a forfeit of security deposit.

**CATERING** All caterers working at EDGE are required to have a valid Certificate of Insurance. Kitchen Policy: EDGE kitchen may be used for final food presentation, plating, and bussing only. Please note that EDGE does not provide dishes, glassware, pots, pans, knives, or utensils. The kitchen space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. Final walk-through with a member of our event staff is mandatory at the close of your event.

**TRASH** All trash must be removed to the dumpster located in the back of EDGE at the end of the event. EDGE GRIP encourages those renting our space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. Excessive waste or bulky item removal may incur additional charges.

INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

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**CONDUCT** Drug use or smoking of any kind will not be permitted on EDGE premises or within 25 feet of the building, including loitering on the sidewalk during the event. We ask that all patrons act in a considerate manner to the EDGE premises and neighboring residents and businesses. Any physical violence on premises will not be permitted, EDGE staff reserve the right to remove offenders from EDGE property or to terminate event if this is violated.

**MUSIC/NOISE** Please be aware that we are located near residential units, therefore neighborhood regulations do apply. Music and excessive noise must be cut off by 11pm and event wrapped by 12am as a courtesy to our neighbors. Depending on type of event, end time can be negotiated. In the event the Renter causes a disturbance to the neighborhood due high noise levels, EDGE staff reserves the right to ask the Renter, live entertainment or DJ to turn down/off the volume. If noise disturbances continue after warning, we reserve the right to terminate the offending noise or expel Renter and guests from premises at the discretion of EDGE staff. In the event of expulsion, no portion of event costs will be refunded.

**STORAGE** All items and rentals brought in must be disposed of/removed at the end of the event. Storage space is very limited and is discouraged. However, we do understand each situation is different and overnight storage cannot always be avoided. In the event overnight storage is needed additional fees may be included. EDGE is not responsible for scheduling pick-ups. Packages and/or deliveries sent to your production through a 3rd party (UPS, FedEx, etc.) will be checked in with EDGE staff or Studio Manager and held in a locked closet. Packages must then be signed out directly by Client or crewmember. Any packages left behind by client for 3<sup>rd</sup> party pick-up must be approved for and signed-in by EDGE Studio Manager. EDGE will not be held liable nor take responsibility for any missing packages— please use tracked shipping methods only.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

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CREDIT CARD AUTHORIZATION FORM

**CLIENT NAME** \_\_\_\_\_

**SHOOT / JOB** \_\_\_\_\_

**BILLING DETAILS**

**CARDHOLDER NAME** \_\_\_\_\_

**CREDIT CARD**

VISA

MASTERCARD

AMEX

DISCOVER

**CARD NUMBER** \_\_\_\_\_

**EXPIRATION** \_\_\_\_\_ / \_\_\_\_\_ **SECURITY CODE** \_\_\_\_\_

**BILLING ADDRESS** \_\_\_\_\_

**CITY / STATE / ZIP** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

BY SIGNING BELOW, I HEREBY AUTHORIZE EDGE GRIP, LLC TO CHARGE THE CREDIT CARD LISTED ABOVE FOR ALL AUTHORIZATIONS, CHARGES, AND UNPAID INVOICES.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO [RENTALS@EDGEGRIP.COM](mailto:RENTALS@EDGEGRIP.COM) WITH THE FOLLOWING ATTACHED:**

COPY OF THE ABOVE LISTED CREDIT CARD FOR VERIFICATION FRONT AND BACK

COPY OF THE ABOVE LISTED CARDHOLDER'S VALID PICTURE ID