

## Rental Policy:

To reserve the venue we need:

- A signed contract
- Certificate of insurance
- Payment

**\*\*Once we have received these 3 items, your date is secured\*\***

## Payment Schedule:

Payment in full will reserve the studio. The final invoice (sent through quickbooks) will include any changes or additions to the base rental, such as additional hours, cleaning fee, security and staffing etc.

A full day is considered a 10-hour rental. A half-day rate is based on a total of 5-hours. If you need more time, a \$150 fee will be charged for each overtime hour.

4200 square feet @ 15-person capacity. A fee of \$20 per additional crew members may be charged.

We accept payment through Quickbooks in the form of Credit Card or Debit Card

**Cancelation Policy:** If the Terminus studio receives a cancelation 14 or more days in advance the payment will be refunded in full. If cancelation received 48 hrs or more in advance 75% of your payment will be refunded. If notice is given less than 48hrs in advance 50% of your payment will be refunded. Our policy is based on a five-day work week: Monday through Friday. Therefore, to cancel a Monday shoot and get any refund, you must cancel by the Monday prior.

## Certificate Insurance:

Renter must arrange with an insurance agent to provide a Certificate of Insurance naming Terminus Production Support, LLC, 920 Murphy Ave SW, Atlanta, GA 30310 as loss payee and additional insured. containing the correct date(s) of your rental and include General Liability coverage with a minimum of \$2,000,000.00 in total coverage with \$1,000,000 per incidence as well as a signed agreement form.

All rentals require insurance as a security deposit for the full replacement cost of the rental items. To complete this process, you must also arrange with your insurance agent to provide a Certificate of Insurance naming Terminus Production Support, LLC, 920 Murphy Ave SW, Atlanta, GA 30310 as loss payee and additional insured for the replacement of all rental equipment. Please email the Certificate of Insurance to [studio@terminusatl.com](mailto:studio@terminusatl.com)

**Waiver of Liability:** Terminus rents its facility, including equipment, to its renters with the understanding that in no event shall Terminus Production Support at 920 Murphy Ave SW Atlanta, GA 30310 be held liable for direct, indirect, incidental, or consequential damage due to the use of this facility or equipment used by the renter. I hereby waive and hold harmless Terminus Production Support and any additional owners or agents from any incidents or accidents which may occur to or by persons either renting or associated with the renting of the studio at Terminus. I acknowledge that Terminus is relieved of all responsibility for unforeseen circumstances (i.e., fire, mechanical building breakdowns, etc.).

## Amenities include:

- Wireless internet • Private dressing/makeup room • Green room • Full kitchen • Dining area • Conference table • Wireless Speaker • Optional craft services • Cyc Wall

The studio at Terminus is 4200 sq feet and is the only space offered for rental for consideration of other businesses.

Decorations/ and use of furniture: All decorations (including candles) and use of furniture need to be approved by Jess prior to the day of event. NO GLITTER is allowed inside or outside the building. In general, clients, guests and vendors should handle the studio with care and return it in the condition it was received.

Alcohol: The service of alcohol is permitted. Additionally, bar must provide proof of insurance with liquor liability to Terminus Studio no later than 3 business days prior to the event date.

Smoking: Absolutely no smoking indoors is permitted. The first offence will result in a \$250 fine. If there is a second offence you will be asked to leave.

Cyc Wall: The studio at Terminus includes a built in Cyc wall and all setup in this area must happen a minimum of 2 feet from the wall so as not to damage the curved area of the wall. Guests are not permitted to walk on the curve. Damage to the cyc wall will result in an insurance claim.

Care/Cleaning of Venue: The general cleaning of the studio is included in the rental. The studio must be returned as it was found minus general soiling. Excessive soiling above general wear and tear will incur an additional cleaning fee of \$100-\$400. We ask that you handle the space with care and respect, and do not allow crew or talent to act in a manner deemed careless, reckless, or negligent.

Change of Date: A change of date is allowed if written notice is given 2 weeks prior to the contracted event date, with the payment applied toward the new date. A change of date is only allowed one time. Change of date is subject to availability and the new date must be selected within 2 days of approval.

I understand that should the unexpected occur, rental fees, less expenses, will be fully refunded. I have read and acknowledge the Terminus policies and rental agreement.

Please sign the rental contract below to reserve Terminus Studio.