

# JONAH BOKAER ARTS FOUNDATION

## Chez Bushwick Studio Rental Contract

\_\_\_\_\_ Member \_\_\_\_\_ Non-member

**NAME:**

\_\_\_\_\_  
**ADDRESS: CITY: STATE: ZIP:**

\_\_\_\_\_  
**PHONE: EMAIL:**

\_\_\_\_\_  
**TYPE OF REHEARSAL (i.e. dance, multi-media, theater):**

By signing this contract, you agree to abide by ALL of the following policies:

All renters must sign this agreement and schedule a phone appointment with the Studio Manager to review studio policies.

### MEMBERSHIP, FEES, AND RATES

- A **\$35 annual membership fee** is associated with the Jonah Bokaer Arts Foundation Studio Membership and must be paid upon signing this contract.
- Rental rates vary. The renter understands that the **base hourly rate is for REHEARSAL ONLY**, and that there are different rates for auditions (even ‘open rehearsals’), classes, workshops and photo/film shoots. Management must be contacted in advance of scheduling these activities. The rates are available on our website.

### PAYMENT

- All payments are due at the time of EACH rental or in advance.
- Online payment options can be found via the Jonah Bokaer Arts Foundation website: **chezbushwick.net**. A \$2 per day late fee will accrue starting one week (7 days) after a missed payment.
- A \$30 fee will be applied to all bounced checks.
- If paying via cash or check, please enclose payment in the envelopes provided and drop into deposit box on the studio wall with the following information written clearly on the outside: **NAME, DATE, & AMOUNT**. The Jonah Bokaer Arts Foundation does not

provide change. Only exact payment, please. Checks should be made out to Jonah Bokaer Arts Foundation. Online payments (using a BANK CARD) are preferred.

- As a 501(c)(3) nonprofit organization, the Jonah Bokaer Arts Foundation accepts donation of any amount (even \$1 counts!). All donations are fully tax-deductible.

## **BOOKING STUDIO SPACE**

- Check the online Studio Rental Calendar for studio availability, accessible via the [chezbushwick.net](http://chezbushwick.net).
- Send rental requests to [studio@jonahbokaer.net](mailto:studio@jonahbokaer.net) at least 48 hours in advance and to ensure Monday rentals makes sure to send requests by Thursday, before 4pm.
- Rental requests are processed on a first come first serve basis and cannot guarantee availability.
- Rentals can be scheduled within 3 months of the calendar date you are reserving from.
- There is one (1) week cancellation policy. Rentals must be cancelled at least 1 week in advance or the renter will be held responsible for full payment of the rental. (i.e. if the rental is on Tuesday the rental must be cancelled on the previous Tuesday.)
- If you request space less than 1 week in advance, it is considered a FINAL RESERVATION - you are still held to the cancellation policy and responsible for payment.

## **USE OF SPACE**

- The Renter will adhere to NOISE RESTRICTIONS in respect to building residents. KEEP NOISE IN THE HALLWAY TO AN ABSOLUTELY MINIMUM. 304 Boerum is a residential building and should be respected as such.
- No portion of the corridors, foyers and vestibules comprising a part of 304 Boerum Street shall be obstructed at any time by Renter or used for any purpose other than ingress and egress to and from the studio. All personnel must vacate the building immediately after rental period and should not arrive prior to the beginning of their rehearsal.
- The wifi network is either `chez bushwick inc2.4` or `chez bushwick inc5g` and the password is **chezbuskwick37**
- The Renter is responsible for remembering the entry code to both exterior and 2<sup>nd</sup> floor entrance at 304 Boerum St. The code will be given at the Program Manager's discretion and is not a renter entitlement.
- The code for the front door to the building is **6085#** and the second floor is **6085\***
- The doors to the building must NEVER, UNDER ANY CONDITION BE PROPPED OPEN.
- No use of the studio is permitted without express confirmation of the booking.
- The Jonah Bokaer Arts Foundation Member/Renter who signs this contract must be present at all rehearsals. Renter shall not assign this agreement to any other party. Any attempt by Renter to assign this agreement to a third party shall be void.
- The Renter may not enter the space prior to the start time of their reservation, and must be out of the space by the end of the time reserved.

- Please leave the space as you found it. All lights should be turned off, and all doors closed upon leaving.
- The Renter agrees to take good care of the studio, and upon completion of rental shall restore the studio to proper condition. Renter agrees to be responsible for any damages caused to the studio by Renter, its agents and employees, and to report finding the space in an unsatisfactory state to studio@jonahbokaer.net. If additional cleaning and repair is required as a result of Renter's use of the studio, the Jonah Bokaer Arts Foundation will invoice the Renter for related costs.
- No food or beverage is permitted in the studio except for bottled water.
- The Jonah Bokaer Arts Foundation's studio space is a smoke-free facility. There is no smoking allowed anywhere inside 304 Boerum St.
- Wax, powder, water, tape or any other substance may not be applied to the floor. Burning candles or incense are not allowed. **NO USE OF GLITTER – EVER.**
- **All shoes should be removed prior to entering the studio.** No street shoes, tap shoes, black-soled shoes, roller skates, or any props that will scratch the floor are allowed in the studio. Any equipment must be moved with care so the floor is not scratched or damaged.
- Use of additional electronic equipment using over 15amps (1800watts) is PROHIBITED.
- The Renter warrants and represents that they are able, and hereby assumes full responsibility for the care and safekeeping of all property brought into the premises - and for any injury to persons or damage/ loss to property occurring as a result of Renter's use of the studio. Renter agrees to indemnify and hold harmless the Jonah Bokaer Arts Foundation against any claims arising out of or relating to this agreement.

## VENUE SAFETY AND HEALTH PRECAUTIONS

- Hygiene Stations: There will be readily available hand sanitizer and disinfectant wipes in the studio. We encourage renters to make use of this and to please wipe down used surfaces where possible (doorknobs, light switches, faucet handles, etc) before leaving the studio. There is a bathroom with soap and running water available in the studio for hand washing.
- Ventilation: Please utilize opening the windows in the studio space to help with air ventilation in the room.

**The policies exist to protect the livelihood of the organization and studio so that we can continue to serve out local arts community.**

I, the undersigned, agree to the rental terms and conditions for usage of the Jonah Bokaer Arts Foundation's studio space outlined in this rental contract:

**Agreed to, Signed, and Dated below:**

**Signature:**

**Date:**

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**WIFI NETWORK: chez bushwick inc 2.4/ 5G**

**WIFI PASSWORD: chezbushwick37**

**DOOR CODE BUILDING ENTRY: 6085#**

**DOOR CODE SECOND FLOOR: 6085\***