

Ripley-Grier Studios, Inc. Policy and Liability Agreement

Booking Headquarters : 131 West 72nd St. New York, NY 10023
Phone : 212-799-5433
Fax : 212-799-5755
Studio Locations : RG 72, 131 West 72nd Street, New York, NY 10023
: RG 939, 939 Eighth Avenue, Suite 307, New York, NY 10019
: RG 520, 520 Eighth Avenue, 16th Floor, New York, NY 10018

All clients & or representatives of any group renting space from Ripley-Grier Studios must read and sign this policy. You are responsible for passing this information to your people. Ripley-Grier Studios is not liable for any injuries sustained on the premises. Ripley-Grier Studios is not responsible for any personal property stored, temporarily, or monthly. (Storage fees do not represent insurance against theft.)

Payment Policy

All payments will be paid before using the space, unless an invoice is being sent. All first time clients will be asked to pay cash. All new clients are required to hold the space with a credit card, & pay cash upon arrival. If the client does not pay upon arrival, the client's credit card that is on file will be charged the full amount.

- First booking is to be paid on cash only. Subsequent bookings can be paid in cash, check or credit card (provided the amount greater then \$20)
- When a client has established an account with us they may pay by check. No third party checks will be accepted. There is a charge of \$35.00 for any returned checks, plus the check amount.
- We accept cash, money orders, major credit cards, bankcards or certified checks. (Personal and company checks are acceptable with management approval.)
- Deposit rental fees, and monthly payments will be paid by the date stated on the invoices or a verbally agreed upon by management.
- Late fees will be assessed on late payments; late deposit fees will require payment in full immediately.

Cancellation Policy

Space must be canceled on time in order to receive credit, deposit refunds, and to avoid being charged the full amount for the space late canceled. "If we are able to sell the space late canceled we will return any deposits or not charge the client for the full amount (at the management's determination only).

ALL CLIENTS WHO CANCEL MUST MAKE NOTE OF THE DATE, THE TIME, AND WITH WHOM THEY CANCELED IN ORDER TO RECEIVE CREDIT.

- 24 hrs or more is required for bookings of 1-3 hours.
- 72 hrs or more is required for bookings of 3.5-7.5 hours
- 7 days or more is required for bookings of 8 hours or more in one day.
- 72 hrs or more is required for all regular clients that we hold space for on a regular basis.
- 2 weeks cancellation required for a 5 or 6 day (6-8hrs per day) or a 6+ week advance booking.

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Procedure Policies

All persons will check in at the office desk unless otherwise directed. All persons entering the building must be in compliance with established fire regulations, and other regulations imposed by government bodies. Stairways must remain clear in compliance with fire codes.

- All pianos must be treated as the expensive instruments that they are. No food, drinks, coats, bags, books, etc. are to be put on the pianos. A fine could be applied. Any equipment rented from the office must be returned to the office with all parts intact.
- Studios must be vacated on time. Set-up, breakdown, cleanup, pack-up are all included in the reserved time. "All day" bookings must be prepared to vacate the studio 5 minutes before the hour.
- **The client is responsible for set-up and breakdown of all chairs, tables, music stands including all equipment rented from Ripley-Grier Studios or otherwise. This must be done within the allotted time of the studio rental.**
- Studio dressing and waiting areas are to be left in neat condition. Trash in trash cans, chairs and tables put away, and checked for personal belongings. You will be held responsible for any damages.
- Exact use of space must be explained to management. Amplification of music, drums, and electrical equipment must be cleared when booking space. Dancing in black-soled boots is not allowed.
- Tap dancing is allowed on a limited basis & must be cleared with management.
- The hallways are quiet areas and not to be used for rehearsing.
- We reserve the right to move clients to an equal or larger studio if the space is needed for an all day booking or a booking requiring special equipment (piano, mirror, dance floor, sound system, etc).
- If a representative or group should violate any items of this agreement, Ripley-Grier Studios will have the right to terminate their occupancy immediately.

Date: _____

Signature: _____