**Prodigy Dance and Performing Arts Inc.**

 **Rental Agreement**

 To submit a rental application, get additional information

 on the studio or to check availability, please contact:

 Brad Weese

 Studio Manager

 Prodigy Dance and Performing Arts Inc

 376 Kingston Rd. Unit #6

 Pickering, On

 L1V 6K4

 289-923-3010

 prodigydancearts@gmail.com

**Studio Description**

 Prodigy has free Wi-Fi available, two beautiful and spacious climate controlled studios with new sprung flooring, a mirror wall in each studio and portable state of the art Bluetooth speaker systems and a change room with studio only access.
The common area has a newly furnished comfortable seating lounge equipped with a 40” T.V. We also have two very clean, large two piece bathrooms.
 Parking will not be a problem as there is more than ample parking available both in the front of the studio as well as parking in the back.

**Rental Agreement Procedures**

 All of Prodigy’s rentals are arranged through the Business Manager listed on the front of this packet. Please contact the above number to confirm availability before submitting this application. Once you have confirmed that availability for the date(s) and time(s) you requested, please submit this completed agreement, with appropriate security deposit, directly to the Studio Owner / Business Manager. Your reservation is not guaranteed until your agreement and deposit have been accepted.

**Rental Rates**

 All rates are per hour cost unless otherwise noted. Discounted rates, where offered, are based on frequency of rental and/or total use of the entire space. Long-term discount rates are negotiable.

Studio A 760 sq ft $40\*

Studio B 490 sq ft $30\*

Studio A & B $60\*

\*Please note all costs are subject to HST\*

**Security Deposit**

 A non-refundable Security Deposit will be required for a one-time use when total rental cost exceeds $250, or when a facility manager is scheduled to be on the premises during studio use.

**Insurance Requirements**

 The person responsible for renting the studio must provide a certificate of liability providing commercial and professional liability at a minimum of $2,000,000 and have Prodigy Dance and Performing Arts Inc. added as an additional insured as land lord. The certificate of insurance must provide coverage for the whole term of the lease application. Prodigy Dance and Performing Arts Inc. reserves all rights to accept or deny proposed coverage based on type, limits and the named underwriter.

**Prodigy Studio Use Guidelines**

 Use of Prodigy studios is contingent upon the renter’s understanding, acceptance and adherence to the following policies. Please review and initial these policies. If your application is accepted, a copy of these policies will be returned to you with confirmation of your rental. If you have questions, concerns or need further clarification, please use the contact info on the top of this packet.

**Before the event**

Any changes after you have submitted your application must be approved by the Studio Owner in writing.

All rentals must be paid in full in advance. A deposit is due at the time of application or contract signing. The balance of the rental fee for one day rentals is due on the day of the event. The balance on multiple day rentals is due 7 days before the first event day.

Please note (and notify your dancers, if necessary) that appropriate dance shoes are required. Other than dance required footwear, no shoes are to be worn inside the studio space and any taps must be firmly affixed to shoes. Other than dance required, absolutely no bare feet are permitted in the studio and if needed socks must be worn at all times.

**Day of the Event**

The person whose name is on the application as the renter must be the first person in the door on the day of the event, and must remain on site throughout the entire event. Only the authorized renter or approved agent may operate the sound equipment provided.

If another group is scheduled in the dance studio immediately before yours; please wait in the front lounge area until your rental time begins.

Prodigy Dance and Performing Arts Inc. is not responsible for accidents, injury, illness or loss of group or individual property. Please remind all participants to take proper safety precautions.

If there is an accident, injury, illness, theft or other incident, immediately notify the proper authorities and Prodigy Dance and Performing Arts staff in person or by phone at 289-923-3010 or 416-953-6640

Groups with minors (under age 18) must provide an adult supervisor at a ratio of 1 for every 20 minors. Do not leave minors unattended in the studio.

Do not put tape on the dance floor. It damages the surface finish

 Do not affix anything to the mirrors or windows.

Do not drag tables or chairs across the dance floor.

Do not post anything on the bulletin board without prior approval.

Bottled water is permitted in the dance studio, but should be kept along the wall. Other beverages, food and chewing gum are not permitted in the dance studio at any time. Animals, with the exception of working service dogs assisting persons with disabilities, are not permitted.

Alcoholic beverages are not allowed on the premises at anytime.

Smoking is not permitted anywhere in the building.

Fire (including cigarettes, candles, incense and matches) are not permitted in the dance studio.

 If a representative or group should violate any items of this agreement, Prodigy Dance and Performing Arts Inc. will have the right to terminate their occupancy immediately.

**After the Event**

* Remove all personal and group belongings that you brought to Prodigy Dance and Performing Arts Inc.
* Make sure the sound equipment is turned off when you leave.
* Make sure the lights are turned off when you leave, including dressing room in the studio & both bathrooms.
* If you are a regular renter and have been issued a key, please make sure all doors are secure and locked. Exit through the front door ensuring to lock that one as well. If you have been issued a key, do not make copies without explicit permission of Prodigy Dance and Performing Arts Inc.
* If you noticed any problems with the facility or its equipment, please notify the Studio Owner at 289-923-3010, so we can repair the problem as soon as possible.
* Refund of the dance studio deposit is contingent upon the renter vacating the premises at the agreed upon time and leaving the facility free of damage or debris. Events that run over the permitted time will be charged appropriate rental fees in minimums of 30-minute increments. This will be deducted from the security deposit.
* Evidence of food or drink being taken into the individual studios may result in automatic forfeit of the security deposit.
* In the event that all or part of the security deposit is being retained, renter will be mailed written notice of the fees assessed within one week of the event.
* Assuming the dance studio is left in good condition, security deposits paid by check will be refunded by mail to the renter in the form of a check, approximately one to two weeks after the event.

I have read, understand and agree to abide by the policies listed above in the Prodigy Dance and Performing Arts Inc. Rental Agreement.

Signed,

Renter’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prodigy Dance and Performing Arts Inc. Rental Agreement**

Agreement must be accompanied by the appropriate deposit and signed Studio Use Guidelines from this agreement packet. Reservation is not guaranteed until you receive written confirmation from the Studio Owner.

Rental Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Studio Rooms to rent:

Studio A: \_\_\_\_\_

Studio B: \_\_\_\_\_

**Total Rental Fee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Renter’s Contact Information**

Renter’s name (must be a person\*)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\***Please note:** The person named here on the Rental Agreement is responsible for the permitted event and must be the first person to arrive on the day of the event and must stay onsite the entire time.

Organization name (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street address Apt or Suite #:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City / postal code:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day phone / evening phone:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRODIGY DANCE AND PERFORMING ARTS INC. LIABILITY STATEMENT**

 In submitting and signing this agreement, I certify that I have read, understand and will abide by the facility rules and regulations set forth. I certify that the use detailed on the event description is in compliance with Prodigy Dance and Performing Arts Inc rules and regulations and certificates of insurance requirements. Renter/Agent hereby agrees to hold Prodigy Dance and Performing Arts Inc. and individual members thereof, all officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Renter/Agent. I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to Prodigy Dance and Performing Arts Inc. property shall be compensated within seven days. I agree that this reservation is granted with the understanding that Prodigy Dance and Performing Arts Inc. may cancel when the facility is needed for Prodigy Dance and Performing Arts Inc. programs. Full payment must be given upon arrival for one-day rentals and 7 days prior to two or more day rentals. Failure to submit payments by the designated date will result in loss of the contract, and the room/area will be released. It is my responsibility to notify Prodigy Dance and Performing Arts Inc. of any cancellations or revisions on my part within 10 days prior to the reservation date. Failure to do so may result in my fees being withheld.

Renter’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter’s name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_