



## STUDIO RENTAL AGREEMENT

This Agreement is entered into between \_\_\_\_\_ hereinafter referred to as the LESSEE and **Steve Procko Productions, LLC**, hereinafter referred to as SPP, both being in accord as to the conditions and terms set forth herein.

1. The LESSEE agrees to the following financial terms: Payment in Full at the end of the last day of rental.
2. i) The LESSEE agrees to supply a CERTIFICATE OF LIABILITY INSURANCE listing SPP additionally insured for a minimum limit of one million dollars (\$1,000,000.00) on a Comprehensive General Liability Form including Tenants Legal Liability covering its employees, agents, independent producers, contractors, suppliers, equipment and damage to the studio premises.  
  
ii) SHOULD SAID CERTIFICATE NOT BE PRODUCED, THE LESSEE IS STILL PERSONALLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHATSOEVER AND HOWSOEVER CAUSED.
3. The LESSEE also agrees to notify SPP of any use of exotic animals, automobiles, hazardous materials, stunts, and explosives and/or pyrotechnics prior to the shoot and of any requirements associated with such use. The Lessee is responsible for maintaining and following regulations contained in the Occupational Safety and Health Administration (OSHA) pertaining to this shoot and obtaining all applicable permits and/or licenses and must supply an Insurance Certificate to cover said perils.
4. The LESSEE must notify SPP in writing if its shoot contains PLAYBACK MUSIC and must get SPP's written confirmation of such approval before LESSEE's shoot will be confirmed by SPP. Should Lessee not advise SPP of PLAYBACK MUSIC within its shoot, SPP has the right to cancel such shoot without any financial liability and LESSEE shall be responsible for paying the full cost of the use of the studios regardless that the LESSEE was unable to make use of said studios.

Is there going to be PLAYBACK? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is there going to be SYNC SOUND? Yes \_\_\_\_\_ No \_\_\_\_\_

5. SPP will endeavor to maintain tight security in the studios, but will not be responsible for loss, damage or theft of any property of the LESSEE or its suppliers, employees or clients.



6. The LESSEE agrees to sweep the studio floor clean, removing all tape before leaving. The LESSEE also agrees to paint the cyclorama and floor white, or leave it white at the completion of the studio rental. The LESSEE further agrees to leave the premises clean of all sets, set pieces, props and equipment upon completion of the shoot, or the LESSEE agrees to pay costs for extra cleaning and storage that may be required.

7. The following is provided upon request. Please indicate in advance of studio dates if you require:

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|-------------------------|------------------|
| • Fax                   | N/C              |
| • E-Mails               | N/C              |
| • Photocopies           | \$ 0.15 per copy |
| • Grip & Lighting Truck | Quoted per job   |
| • Cam-Mate Jib Arm      | Quoted per job   |
| • Scenery Services      | Quoted per job   |

8. SPP can provide painting services, or you may paint the cyc with your crew, however our specific white paint must be used in every paint or paint back. You may purchase the following paint from SPP:

White Paint \$40.00 per gallon  
Black Paint \$40.00 per gallon  
Ultimatte (\$100 per gallon/green; \$75 per gallon/blue)

i) All other type(s) of paint required by the LESSEE, must be provided by the LESSEE.

ii) Is Paint/Paint-Back required? Yes No\_\_\_\_\_

9. If the LESSEE paints the studio any other color than white, then one coat of sealer/primer must be applied as the first coat of the two-coat paint-back to white process.

10. No spray painting is allowed within studios unless specific permission is obtained in advance, and sanding and clean-up of any over spray are required after use of spray paint method in studios. If LESSEE fails to do so then the cost of fixing the studio will to be added to their studio charges,



11. SPP's rates are based on a ten (10) hour day and are as follows:

Dressing rooms, make-up rooms, Kitchen/Dining area, Client Room, Shower, Truck/ground level loading and parking are all available with any studio rental.

Studio	Dates	Description	Daily Rates (8am - 6pm)	Overtime Rate (per hour)
A	--	Construct / Prelight OR Photography Shoot	\$750	\$125
		Shoot-Still/Film/Video	\$975	\$125
		Strike	\$750	\$125

Studio A Specifications
Studio A is approximately 1,350 square feet.
<ul style="list-style-type: none"> <li>• Cyc Size L-Shaped 40' x 30' Grid 15' H</li> <li>• Usable floor clearance: 41' x 26'</li> <li>• Power 200 amps 3 phase 120/208V</li> <li>• Loading doors 8' W x 12' H</li> <li>• 8 tons Air conditioned</li> </ul>

**12. i) It is understood that in the event of CANCELLATION of a Confirmed Booking MORE than seven (7) business days prior to the first date of the Confirmed Booking, SPP will charge the LESSEE a Cancellation Fee equal to twenty-five percent (25%) of the basic cost of the total studio rental.**

**ii) Should a Confirmed Booking be CANCELLED with LESS than seven (7) business days notice, the Cancellation Fee shall be one hundred (100%) of the basic cost of the total studio rental.**

**iii) A business day shall be considered to be Monday through Friday and shall not include statutory holidays.**



13. The LESSEE agrees to our standard terms, conditions and rates unless otherwise stated in this Agreement.

14. The terms of this Agreement shall remain in effect from \_\_\_\_\_ to \_\_\_\_\_.

15. The following signatures constitute a legal and binding Agreement between the LESSEE and SPP regarding the abovementioned terms and conditions of this Agreement.

**ON BEHALF OF LESSEE:**

**ON BEHALF OF SPP:**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**BILLING Information**

JOB NAME: \_\_\_\_\_

DOCKET NUMBER: \_\_\_\_\_ P.O. NUMBER: \_\_\_\_\_

**LESSEE Contact Information**

Client Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_



Description of Project

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Special Requirements

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Production Schedule

Call Time

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Crew Size \_\_\_\_\_

# of vehicles to park \_\_\_\_\_

Lunch break \_\_\_\_\_



**CREDIT INFORMATION**

Company Name \_\_\_\_\_ Federal ID Number \_\_\_\_\_

Address \_\_\_\_\_ City |State |Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_ E-mail \_\_\_\_\_

Billing Address \_\_\_\_\_ City |State |Zip Code \_\_\_\_\_

Contact for Payment \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Nature of Business \_\_\_\_\_ Owner's Name \_\_\_\_\_

Amount of Credit Requested \_\_\_\_\_ Years in Business \_\_\_\_\_

**Company Bank Information**

Contact \_\_\_\_\_ Bank \_\_\_\_\_

Address \_\_\_\_\_ City |State |Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Bank Account Transit # \_\_\_\_\_

When was this account established? \_\_\_\_\_

**Trade References:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City |State |Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City |State |Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City |State |Zip Code \_\_\_\_\_

Credit Agreement By completing this application you agree that the information you provide may be shared with SPP, its subsidiaries and divisions regarding your credit references. You also agree and authorize the credit references you identify to share credit information with SPP and that SPP may give credit and other information about you to, and to receive such information from, any credit bureaus or reporting agency.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Title \_\_\_\_\_