



Florida Studio Theatre, Inc.
Rental Terms and Conditions
(subject to change at any time)

FACILITY RENTAL RESERVATION – In order to reserve a date for the rental of a Florida Studio Theatre, Inc (FST) facility, the Renter must complete a *Facility Rental Reservation Contract* and submit a reservation deposit of 50% of the total rental cost upon signing. Final Rental Payment must be paid in full 14 days prior to the event date. FST reserves the right and authority to cancel contracts for failure to provide payment in full and on time.

FACILITY RENTAL CONTRACT - FST rental contracts are issued in print form only; no verbal agreements are binding. A rental contract must be completed and signed by FST’s Events Coordinator and the person who is legally and financially responsible for the rental (the Renter). FST reserves the right to decline to rent or prohibit the use of a facility on a case-by-case basis.

FACILITY RENTAL – includes standard air-conditioning, non-theatrical lighting, water (as installed on premise) and standard janitorial services.

CONTRACTED RENTAL TIME – Use of the facility is only permissible on the dates and times outlined in the rental contract. No refunds will be issued for late arrivals or early departures. An authorized representative of FST will be available during the rental period and have free access to the facility space at all times.

SET-UP AND BREAK-DOWN - Set-up time must immediately precede a rental, and break-down time must immediately follow a rental. FST is responsible for the set-up & break-down of all equipment supplied directly by the theatre. Set-up will be based on the floor plan designed by the Renter and FST. FST is not responsible for the set-up and break-down of any equipment not supplied directly by the theatre.

DELIVERIES – All deliveries will occur during contracted rental period unless arrangements have been made with FST. A storage fee may be required if deliveries are made prior to the rental period.

DAMAGE – FST does not allow taping, stapling, nailing, tacking, or gluing to the walls, floors or ceilings of the facilities. The Renter is financially responsible for any damage done to FST facilities.

ACCESS- An authorized representative of Florida Studio Theatre, Inc. will be available during the rental period and will have free access to the facility space at all times. Four house seats shall be reserved for Florida Studio Theatre at any rented performance, lecture, or forum.

CANCELLATIONS – Must be in writing. Should the Renter cancel a reservation more than four weeks prior to the event, the entire deposit minus a \$75.00 processing fee, will be refunded. The reservation deposit of a Renter who cancels an event less than four weeks prior to the date shall not be refunded.

RENTER PROPERTY – FST shall not be responsible for any loss or damage to personal property placed in or about the facility. Renter shall hold FST harmless from all claims arising out of loss or damage to such property.

REMOVAL OF PROPERTY – The renter must remove all items brought into FST by the conclusion of the rental period unless other arrangements have been made with FST. Property not collected within 14 days will be disposed of as necessary.

DECORATIONS – Decorations must not deface the building and their installation is subject to prior approval from FST.

LIABILITY – FST shall not be held liable for any injuries that occur to Renter, event staff, vendors, or guests while they are on FST property. Renter shall furnish Evidence of Liability Insurance Coverage at least fourteen days prior to event with a single limit of \$1,000,000 for bodily and property damage, and naming Florida Studio Theatre, Inc and its agents and employees as additional insured.

MEDIA USAGE – FST reserves the right to photograph & film all rental events. The Renter agrees that FST may reproduce, publish, exhibit, or otherwise use the images captured at the rental event.

CATERER REGULATIONS – FST is able to provide full service catering from our resident catering kitchen. A legitimate catering company, licensed to do business in the State of Florida may provide catering if the Renter does not wish to use FST's resident catering services. A \$250 Kitchen Use Fee must be paid if Renter uses an outside catering company.

FIRE CODE REGULATIONS – Sarasota County Regulations require compliance for unobstructed evacuation passage. Renter shall not erect any signage, displays, etc. in

the facility without approval from FST. "Standing room" is not allowed in any FST theatres during performances. Seating is prohibited in aisles or staircases. Renter agrees to comply with all other county & state fire code regulations in addition to those stipulated here.

ANIMALS - Animals are prohibited in FST facilities, unless they are for medical assistance.

PUBLICITY FOR RENTAL EVENTS –Publicity materials drafted by the Renter must not state or imply that their event is in any way sponsored or produced by Florida Studio Theatre, nor should it include any FST phone numbers in connection to your event unless box office services have been agreed upon and paid for.

STAGE CONDITION – FST cannot guarantee the condition of their stages during a rental event. The Renter agrees to use all theatre spaces as-is.

TECHNICAL NEEDS – The Renter must specify all technical needs at least four weeks prior to their rental. Any technical needs must be approved through FST's Production Manager. Performance equipment is not included in the base rental rate. Renter must make arrangements and bear the expense for any equipment needed for the scheduled event.

OPERATION OF TECHNICAL EQUIPMENT – FST Production Department is required to operate all FST technical equipment. Technicians are not included in the base rental rate. At least one technician is required for each event using sound and lighting equipment and must be present at all times Renter is in the facility.

ACCESS – The Renter is guaranteed access to the Stage and the seating area in the House. Access to Backstage areas will be determined at the discretion of FST.