



INNER CIRCLE STUDIO SYSTEM HIRE



YOUR INNER CIRCLE STUDIO HIRE SYSTEM

Studios looking for ways to keep their overhead costs down and introduce a new revenue stream, may want to consider subletting a part of their rental property to another business. Some great examples may be:

1. FITNESS CLASSES

**2. MARTIAL ARTS
CLASSES**

3. PLAY GROUPS

**4. NETWORKING
GATHERINGS**

5. SPECIAL EVENTS

6. YOGA / PILATES

**7. DRAMA OR
MUSICAL THEATRE
PRODUCTIONS**

8. REHEARSAL SPACE





But for a subletting arrangement or studio hire agreement to truly work, it has to be done properly. Here are five tips to consider:

- 1. Be sure to check with your lease agreement and get your landlord's consent.** Your first step before you even consider subletting is to comb through your lease agreement to make sure you are allowed to sublet the property to another business and under what conditions. It is also a good idea to check in with your landlord to see if there are any additional considerations and if he or she would like a say in who eventually gets brought in.
- 2. Consider how practical the unused space is.** Can the space realistically handle another business? Keep in mind that the other tenant may also be sharing common areas, such as the restrooms, breakroom, and parking lot. You should also consider the more intangible factors of sharing a space, like increased noise levels, privacy issues, and aesthetics.
- 3. Who will be moving in?** While subletting may allow you to save some money, make sure that sure that the two the businesses fit together, or else it may end up cheapening your business' image, or creating a conflict of interest. Moreover, don't forget to do a background check on any potential tenants to make sure that they are running reputable and viable operations.
- 4. Put together a clear subletting agreement.** The due diligence and effort you lend towards creating a clear and comprehensive subletting agreement is to a certain extent greater than the original lease agreement. Why? Because you will likely be taking responsibility for any damage done to the property by the subletting tenant or the failure of the tenant to pay rent. It is highly recommended that you involve a qualified legal professional to help you draw up the subletting contract.
- 5. What may be the future needs of your studio?** If there is a chance that your business will grow in the near future, then you need to consider this when setting up the length of the subletting arrangement. Saving money is great, but not if it will stifle profit-generating growth.

DANCE STUDIO SPACE FOR HIRE AD TEMPLATE

Copy, paste and edit the below template to create your customized studio hire advertisement.

If you're looking to hire a venue for your rehearsals, workshops, classes, private lessons, dance exams and auditions, we have so many choices when it comes to spacious and luxurious dance spaces.

Whatever your needs are, you will find a venue that suits your needs.

Whether you're rehearsing for a theatre show, doing workshops with a group of artists, preparing for a ballroom competition or simply wish to showcase your dance moves together with friends in a private venue that you can hire for any purpose, then XXXX Studio has XXXX for you!

XXXX has XXXX unique studio spaces available for any dance style, performance, rehearsal, dance class, workshop, theatre show and other events you have in mind.

Hire this venue and enjoy lovely features and utmost privacy during your stay at our studio spaces.



(INSERT PHOTO OF YOUR STUDIO SPACE/S)

LENGTH XXXX X WIDTH XXXX

XXXX IS OUR NEWEST AND LARGEST SPACE WITH GORGEOUS FEATURED WALLS AND NEW POLISHED FLOOR BOARDS. SKYLIGHTS WITH AUTOMATIC BLINDS TO SHUT OUT LIGHT FOR PERFORMANCES. CATERING LARGE NUMBERS OF UP TO XXXX PEOPLE, FULL LENGTH MIRRORS, AIRCON, AV SOUND SYSTEM.

TYPES OF HIRE

STANDARD HIRE

- NON-PROFIT VENTURES EG:
- REHEARSALS
- FILMING OWN WORK FOR SHOW REEL
- DANCE CREW REHEARSALS
- PHOTOGRAPHY FOR PERSONAL PORTFOLIO

Notes : Standard Hires are charged at our off-peak or peak hire rate based on the table above. We require payment at the time of booking to secure and confirm a booking.

For more information on standard hire or to book a space please call XXXXX

COMMERCIAL HIRE

Commercial hire are hires where you are utilising the studios for your company or personal profit and will be charged at our peak hire rate eg:

- RUNNING WORKSHOPS & SHORT COURSES (SEE ADDITIONAL PRICING & INFORMATION BELOW)
- PRIVATE LESSONS
- DANCE EXAMS
- COMPANY/BRAND FILMING AND/OR PHOTOSHOOTS
- CONFERENCES, PARTIES, HENS, EVENTS (SEE BELOW FOR MORE INFO ON EVENTS)
- PROFESSIONAL AUDITIONS EG: PRO MUSICALS
- FILMING FOR T.V PRODUCTIONS OR COMMERCIALS/TV ADS
- PHOTOSHOOTS FOR COMMERCIAL PRODUCTS E.G ADS + TV SHOWS
- FASHION & APPAREL PHOTOSHOOTS ETC..

Notes : Commercial Hires are charged at our peak hire rate at all times. Parties that are not hosted by XXXX Studio have an added fee of \$50. We require payment at the time of booking to secure and confirm a booking.

For more information on commercial hire or to book a space please call XXXXX

HIRE FOR LARGE EVENTS

XXXXX Studios has a magnificent performance and function space which can be used for diverse events with the capacity to hold up to 200 guests, eg:

- BIRTHDAY PARTIES
(BIRTHDAY PARTIES FOR 18YRS AND UNDER ARE CAPPED AT A 100 PERSON CAPACITY)
- FUNCTIONS
- WEDDINGS
- BAT/BAR MITZVAHS
- ENGAGEMENT PARTIES
- CONFERENCES
- PRODUCTION SHOWS
- TED TALKS
- FESTIVALS
- FASHION SHOWS

These rates come in packages and is calculated by the type of event and the amount of guests.

AFTER HOURS HIRE

We do have the ability to stay open after hours for standard and commercial hires but are subject to staffing availability. This will also incur an additional \$30.00 surcharge per hour on top of our hire rate.

TRADING HOURS

MONDAY 9AM - 10:30PM

TUESDAY 9AM - 10:30PM

WEDNESDAY 9AM - 10:30PM

THURSDAY 9AM - 10:30PM

FRIDAY 9AM - 9PM

SATURDAY 9AM - 7PM

SUNDAY 10AM - 6PM

PRIVATE LESSONS

Private lessons are lessons where one teacher is engaged to teach a maximum of two students.

Notes : Private Lessons are charged at the commercial (peak) hire rate. If you would like to teach private lessons at XXXX please contact us to submit your request. There is a stringent approval process as we endeavour to ensure the quality of our teachers and provide the best possible service to our students.

**Maximum two students.*

WORKSHOPS AND SHORT COURSES

Workshops are considered as one off events eg: 1x 2 hour event or 2 full days in one block.

Short courses are considered ongoing although only for approximately 6 weeks at a time eg: 6 x 1 hour per week.

Notes : If you would like to hire a studio at XXXX to teach a workshop or short course, please contact us at XXXXX to submit your request. Your request should include information regarding your teaching experience, the type of workshop or short course you would like to offer (eg: style of dance, yoga, information session etc), dates, times and preferred room size.



GENERAL FACILITIES	SOUND EQUIPMENT	LIGHTING EQUIPMENT	BOOKINGS	BOOKING CANCELLATIONS
Dance Studio, Toilets, Kiosk, Wheelchair Access, Lounge Area, 2 Pianos & 1 Electric Keyboard	All studios are equipped with iPod capable and blue tooth sound systems.	Additional charges for hire & technician to operate.	Requires payment at the time of booking to secure and confirm a booking.	* XXXX has a 24 hour cancellation policy for all studio hire: Studio hires cancelled with less than 24 hours notice will still be charged at the full price.

STUDIO HIRES CANCELLED WITH MORE THAN 24 BUT LESS THAN 48 HOURS ARE ABLE TO BE CREDITED FOR ANOTHER BOOKING OR CHANGED TO AN ALTERNATIVE AVAILABLE DATE.

STUDIO HIRES CANCELLED WITH MORE THAN 48 HOURS NOTICE CAN BE CHANGED TO A LATER AVAILABLE DATE AT NO COST, BE CREDITED FOR USE AT A LATER DATE, OR BE REFUNDED (BOOKINGS OF MORE THAN 4 HOURS WILL INCUR A 10% ADMINISTRATIVE FEE)

SAMPLE STUDIO HIRE AGREEMENT

This template is a guide only, and we recommend revision and approval by your legal team

STUDIO NAME: _____

STUDIO ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____ URL: _____

SUBLEASE AGREEMENT DATE:

This contract represents an arrangement between XXXX. (INSERT ADDRESS) and “Renter” as named below. The following agreements apply to every instance in the future in which Renter uses XXXXX. space for any purpose. If Renter fails to uphold any of the following agreements, Renter’s studio privileges may be revoked.

RENTER: _____ CONTACT: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

The Space XXXXX is a dance center located at INSERT ADDRESS.

With 1 large dance studio space, this space provides an area for rehearsals, events, workshops, and more. Rentals XXXXX. is interested in developing long-term partnerships with dance companies, independent choreographers, and fellow nonprofits to support rehearsal, workshop, meeting, program space, and event needs.

Who We Are

By choosing to rent space at XXXXX, you are directly supporting our critical work with young people. XXXXX believes in (Insert mission statement)

Accessibility

Wheelchair accessibility

Studio Space Usage

Permitted Uses: Rehearsal, Class, Reception, Special Event, Video Shooting, Screening, Photo Shoot, Meeting, Performance, Retreats Disciplines Dance, Theater, Yoga, Fitness, Martial Arts

Restrictions

Alcohol sales, street shoes, hard soled shoes, spiked heels on dance floor, sharp edged props or chairs without felt covering to protect the new floors, No glitter, confetti or paint, no food/drink without prior consent

Booking Policies

Contact (INSERT NAME) (Insert Email Address)

Availability will vary around existing dance program classes already in session. Subleasing will not conflict with any existing class. Please email us for more information on space availabilities or check website, (INSERT URL), to review our available time slots.

Rental Policy

Event rentals will be invoiced at date of contract. Due date not to exceed 1 week from date of event. Make checks out to XXXXX.

Cancellation and Termination Policy

Cancellations made within one week of scheduled time may receive a full refund or credit. No refunds for cancellations made within 24 hours of scheduled rehearsal time. XXXXX chair or vice-chair under their discretion, may terminate any rental agreement if a rule is broken.

Booking Requirements

Deposit, Lease Agreement, Proof of Liability Insurance Personnel Available at Time of Event Inquire for additional rental personnel. No guarantee for additional personnel.

Payment Types

Credit Card (INVOICE), Check

Other Allowed Activities

Street shoes, amplified music, alcohol permitted with prior approval for events, but not for sale

Equipment Requirements

☐ Fitness Equipment ☐ Sound System ☐ Safety Mats ☐ Tables (qty) and Chairs (qty)
☐ Rigged Aerial Equipment: Under Employee Supervision or Trained Experience

Hourly Daily Rate

\$35 *If renter is using the space for profit*

\$25 *For not profitable service gatherings*

Full date rate -

Rules:

1. XXXXX. is not liable for any injury or lost/stolen property.
2. No smoking, burning incense, or open flames anywhere in the building.
3. Renters may never leave any equipment, costumes, props, or personal belongings anywhere on the premises.
4. Renters agree not to inform any unauthorized person/s of the building alarm code.
5. Renters assume responsibility for the security of the space during each rental period.
6. For any urgent issue that might compromise the structure of safety of the building, please call (House Manager)
7. For accidents, health crises, criminal activities, or fires call (Insert emergency services number).
8. No propping of the main door. The main door must remain closed during rented time.
9. Renters are not to rehearse/practice/meet in non-rented space.
10. XXXXX office & office equipment is off limits to all renters when an XXXXX administrator is not present.
11. Renters are responsible for replacing any broken or damaged property caused by renter and/or renter's party.
12. Be aware of parking regulations.
13. Modification. This Agreement may be modified only by a written agreement signed by both parties.
14. Subletting and Assignment. Renter will not assign this Agreement or sublet any part of the Premises.
15. Shared Facilities. Renter knows that the building may be occupied by others during the Term of this lease, including, but not limited to activities of XXXXX.
16. Renter is solely responsible for carrying her/his own liability insurance. XXXXX

Liability Statement

In submitting and signing this agreement, I certify I have read, understand and will abide by the facility rules and regulations set forth. Renter hereby agrees to hold XXXXX., its officers 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 the Renter or their students. 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 XXXXX. property shall be compensated within seven (7) days. I agree that this reservation is granted with the understanding that XXXXX. may cancel for any reason and will provide twenty four (24) hour notice of cancellation. Signing this agreement assumes full knowledge and acceptance of the above terms

Renter Signature: _____ Date: _____

Print Name: _____