



Brooklyn Arts Exchange  
arts and artists in progress

Date: \_\_\_\_\_  
 Renter Entity Name: \_\_\_\_\_  
 Agent (if applicable): \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Hm Phone #: \_\_\_\_\_ Wk Phone#: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Genre (check one):  DANCE  VISUAL ART  
 THEATER  PERFORMANCE ART

**RULES OF THE SPACE/REHEARSAL RENTAL AGREEMENT FOR THE BAX BUILDING, 421 Fifth Ave**  
**PLEASE READ THE FOLLOWING CAREFULLY:**

The contracting renter, named above, is financially responsible for all payments/debts. The contracting renter must be the first one in the studio and the last one out. Please do not leave your performers/associates in the studio after you've left. The contracting renter may assign up to three agents to use the space in their place, provided those agents have signed a contract. These agents must be directly related to the work of the contracting renter's company or current project. When booking space it must be booked under the Renter Entity name.

- There is absolutely no smoking, candles, or incense allowed in any part of the building. In addition, there is **no food** allowed in either the studio or the theater.
- The offices, lighting booth, and storage areas are off limits.
- **NO** street, tap, black soled, or high heeled shoes, equipment, sets, props, furniture or any other objects or substances (including tape) may be used on the floors without prior permission from the BAX staff and without proper protection for the floor. Absolutely no glitter, powder, water, or any disruptive substance may be used in any part of the BAX Building. Hanging any equipment (i.e. rope, etc) including body weight from the ceiling grid in the Theater is absolutely forbidden. Amplified instruments, as well as drums of any kind, are not allowed. All chairs, mirrors, mats, barres or other equipment (stereo, TV/VCR, etc.) may be used but must be returned to original locations. Stage lighting equipment is off limits unless arrangements are made. Studio D/Theater window shades may NOT be altered by renters.
- **RENTERS MUST FOLLOW THE CHECK IN PROCEDURE:** All renters must check in at Reception at the start of all rentals and make a payment, if applicable.
- **PLEASE LEAVE THE SPACE IN THE SAME CONDITION YOU ENTERED IT.** Discard all trash before leaving, close windows, turn off all lights and turn off air conditioners if necessary.
- The contracting renter is responsible for replacing or repairing any damage to the studio or its equipment, fixtures or other property. **BAX/BROOKLYN ARTS EXCHANGE** is not responsible for any lost, damaged or stolen property brought to BAX by the renter or associates. The contracting renter agrees to hold harmless BAX/Brooklyn Arts Exchange for any injuries the renter, associates or students may incur in or about BAX's facilities.
- **There are NO storage facilities for renters unless previously arranged by permission of the BAX staff.**

**THERE IS A STRICT 72 HOUR CANCELLATION POLICY. RENTERS WILL BE CHARGED FOR SPACE CANCELLED OR CHANGED LESS THAN 72 HOURS BEFORE SCHEDULED RENTAL TIME – NO EXCEPTIONS.**

Rental payments are to be paid on or before the same day of rental. If applicable, renters will receive a summary statement each month and are expected to pay outstanding balances promptly. Rental payments are non-refundable. Upon initial booking, new renters must make a full payment towards their first reservation plus a \$15 yearly equipment fee (non-refundable). Renters must renew their \$15 equipment fee yearly. Rehearsal rental hours are billed at \$10/hr, off-peak and \$12/hr peak (Peak rate = M-F 6-10:30pm and anytime weekends).

The contracting renter is responsible for informing all associated personnel and enforcing the above rules of the space. The BROOKLYN ARTS EXCHANGE reserves the right to terminate this contract at any time.

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**I have read, understood, and agree to abide by all of the above. I will be responsible for informing all of my associates and insuring that all BROOKLYN ARTS EXCHANGE policies are adhered to.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BAX Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_