

# Short Term Rental Contract

This contract for the rental of a venue/classroom is made this day, \_\_\_\_\_, by and between Springfield Studio 1, hereafter referred to as SS1, and \_\_\_\_\_, hereafter referred to as the Renter.

Whereas, the Renter desires to rent, occupy, and make use of the SS1's venue on a monthly basis, located at \_\_\_\_\_ 1300 W Poplar St, Springfield MO \_\_\_\_\_ and known as \_\_\_\_\_ Springfield Studio 1 \_\_\_\_\_, and

Whereas, the SS1 agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

For use of the venue, the Renter shall pay to the SS1 the sum of \$ 50/hr or 0 % of ticket sales, whichever is larger, no later than \_\_\_\_\_. Upon receiving the Invoice \_\_\_\_\_.

The Renter shall have access to and use of the venue from \_\_\_\_\_ on \_\_\_\_\_, to \_\_\_\_\_ on \_\_\_\_\_, for the purpose of hosting the Renter's event.

The classroom shall be rented at the rate of \$15/hr, and invoice shall be paid on 1st of month \_\_\_\_\_.

The Renter shall have access to and use of the classroom from \_\_\_\_\_ on \_\_\_\_\_, to \_\_\_\_\_ on \_\_\_\_\_, for the purpose of hosting the Renter's class.

The Podcasting studio shall be rented at the rate of \$25/hr, and invoice shall be paid on 1st of month \_\_\_\_\_.

The Renter shall have access to and use of the podcasting studio from \_\_\_\_\_ on \_\_\_\_\_, to \_\_\_\_\_ on \_\_\_\_\_, for the purpose of hosting the Renter's Podcast.

The Venue, classroom, and adjoining rooms shall be rented together at the rate of \$100/hr, and invoice shall be paid on 1st of month \_\_\_\_\_.

The Renter shall have access to and use of the venue, classroom and adjoining rooms from \_\_\_\_\_ on \_\_\_\_\_, to \_\_\_\_\_ on \_\_\_\_\_, for the purpose of hosting the Renter's event. Other Rate agreed upon for this contract \$ \_\_\_\_\_

## **Rules and Conditions**

1. SS1 shall provide to Renter all keys, access control codes, and other items necessary to give Renter such access.
2. Within 4 days of the rental contract's expiration, Renter shall tender to SS1 the rental fee balance due, and all keys and other access control devices in their possession.
3. The Space shall be provided by the SS1 as-is and SS1 makes no warranty regarding the suitability of the Space for Renter's intended use.
4. Renter shall use the facility in a manner which shall not cause interference with the use or occupancy of the other portions of the building by Renter or others in any way. Renter's use hereunder will be done in such a manner so as no to interfere with or impose any additional expense upon SS1 in maintaining the building.
5. Renter will refer to the space as "\_\_\_\_\_ Springfield Studio 1 \_\_\_\_\_" on all promotional, informational and other material on any and all formats.
6. Renter is permitted to make use of the following equipment in the Venue:
  - a. Lights and Sound Equipment including stage lights, Projector/TV, control board, speakers, microphones, cables, and sound board.
  - b. Any changes made to settings or positioning of light or sound equipment is to be returned to the position and settings that existed prior to Renter's arrival. If chairs or tables are moved around, these must also be put back to their original position.
7. Use of other equipment, aside from cleaning equipment, must be first cleared with SS1.
8. The sale of concessions at Renters event, with all proceeds going to the SS1, is considered part of Renter's payment for use of the SS1. Use of concessions related equipment is allowed only for the sale of concessions. Typically SS1 will man the concession stand for the Renter's event.
9. After the completion of the Event, the Renter shall leave the Space in the same or similar condition as received from SS1. This includes cleaning the space after use.
10. Renter shall be responsible for any damage caused by Renter's use of the Space. Renter shall arrange for the repair of any such damage. In the event if Renter does not make any necessary repairs, SS1 shall arrange for the same at Renter's expense.
11. Any damage to the SS1, or its property is to be reported to the SS1 within one hour of the end of the event at which the damage took place.
12. Renter will be responsible for clearing all trash generated at the Event and depositing it in the proper waste receptacles located \_\_\_\_\_ In parking lot \_\_\_\_\_.
13. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.

14. Storage of items at SS1 must be agreed to in writing prior to any items being stored at SS1. Any items left by the Renter at SS1 without a storage agreement, or outside the specifications of the storage agreement, will be disposed of by the SS1. Items to be stored at SS1 are listed in the storage addendum.
15. SS1 will not be responsible for items left behind outside previously agreed to storage areas, before, during or after an Event.
16. Live animals, except for service animals, may not be brought onto the premises.
17. Smoking, Vaping, open flames, pyrotechnics are not allowed inside SS1.
18. Any special effects to be used during any event at the SS1 must not have potential to damage the SS1 or endanger the SS1 or its occupants. **This includes fake blood, pyrotechnics, strobing lights, lasers, etc.** It is the responsibility of the Renter to ensure that all special effects are operated safely and cleared with the SS1 before use.
19. Construction activities including building and modifying of stored items are only permitted in \_\_\_\_\_ (location).
20. SS1 staff may enter any of the rented premises at any time on any occasion.
21. Any time that the SS1 is occupied, The following doors must be unlocked to allow for egress in the event of an emergency:  
\_\_\_\_\_  
\_\_\_\_\_
22. SS1 reserves the right to take photographs of rental Events for its own records and for use in future marketing and promotions.
23. Renter must make sure that the number of individuals in the SS1 at any time does not exceed the posted occupancy of the space being rented.
24. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of 5 % per month until it is paid. Renter shall also be liable to SS1 for any legal fees, court costs, and other expenses associated with collection.
25. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that SS1 may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold harmless the SS1 against any and all legal actions which may arise from Renter's use of the venue.
26. Renter agrees to defend, indemnify and hold harmless SS1 and its employees and volunteers from and against any and all claims, demands, causes of action, or liabilities

incurred by SS1 or its employees, arising from Renter's acts or omissions under this Agreement or any act or omission of Renter's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of Renter, except as may arise from the negligence or willful misconduct of SS1 or its employees. SS1 will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract. Renter will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

27. **Renter may cancel the Event by notifying SS1 by providing notice thirty (30) days or more before the Event Date.** In such an event, Renter will not be obligated to pay rental fees for the event. In the event the Event is canceled within thirty (30) days of the Event Date, the SS1 shall have the right to receive the full payment for the rental.

28. Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.

29. This Agreement shall be construed in accordance with, and governed in all respects by, the laws of the State of Missouri, without regard to conflicts of law principles.  
Entire Agreement

30. This Agreement constitutes the entire agreement between Renter and SS1, and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement.

31. Any disputes arising under this contract shall be adjudicated in SS1's local jurisdiction.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature, date	SS1's Signature, date
Printed Name	Printed Name
Address	Address
City, State, Zip Code	City, State, Zip Code

Storage Addendum

The following storage space is included in the rental agreement between SS1 and Renter:

(Description of Storage space to be used)

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This space cannot be used to store any hazardous materials, or any item(s) which could potentially cause harm to the SS1 or anyone occupying its space.

All storage agreements are contingent upon Renter fulfilling all terms of the Rental agreement.

If Renter cancels an event, terminates the rental agreement, or is found in violation of the agreement by the SS1, the SS1 can cancel the storage agreement with the Renter. The renter will then have 7 days to remove all items from storage, except in the case of hazardous materials, which must be removed immediately upon notification by SS1.

Items not stored in the designated storage area can and will be considered abandoned with the SS1 free to request their immediate removal, or to have them removed at the expense of the Renter.