

American Liberty Ballet

540 39th st, Union City NJ

Building 9, 2nd Floor

Union City, NJ 07087

PHONE: 619.655.0056

LICENSING AGREEMENT

Licensee Name: _____

Date: _____

Address: _____

Phone: _____

The following Agreement is mutually entered herein between the above-listed parties:

Upon signing, Licensee is solely responsible for all future reservations under this agreement whether made via telephone, email, or in person. All reservations require a credit number on file regardless of intended payment method. All reservations made within 48 hours of the scheduled date are considered final (48-hour cancellation policy). Payment in full is due on the 1st booking date of each month and prior to Licensee entering the studio. **Payment options include company check, money order, AMEX, MASTERCARD, VISA, and DISCOVER. Payment is due at the start of the reservation before Licensee enters the studio.** Payment options include company check, money order, AMEX, MASTERCARD, VISA, and DISCOVER. Payment in full is expected from a Licensee that does not show for their reservation OR does not cancel prior to the cancellation policy. Should Licensee fail to pay the balance on your invoice in full prior to your first reservation the credit card on file will be charged the full invoice amount automatically without prior notification. There will be a \$35.00 fee for returned checks. American Liberty Ballet (hereafter referred to as ALB) does not offer refunds, but will issue studio credit in appropriate situations.

1. Reservations of 3 hours or longer per day require the licensee to be held accountable for their reservation within 72 hours. Reservations of less than 3 hours require the licensee to be held accountable for their reservation within 48 hours.
2. Food and Beverages (other than water) are not permitted anywhere in the studios. Smoking is not permitted anywhere in the building at any time, including restrooms and stairwells.
3. Flyers may not be taped to the front of the studio doors. Please see a front desk manager for a dry erase marker. At no time may the studio floors be taped.
4. Studio assignments are not guaranteed and may be changed only by the Studio Manager. Studios may not be occupied beyond the contracted time without the Facility manager's approval. Any extra charges must be paid at that time.
5. Pianos and furniture may not be removed from any room.
6. Classes, including prep for auditions, may not take place in the hallways or public areas.
7. Please leave the space in a neat condition; guidelines are posted on the back of the studio door. Deposit all trash in receptacles located in the main hallway. The correct set-up and clean-up of the space will determine future Licensee opportunities.
8. ALB does not rent studio space for open call auditions, social events, fashion shows, receptions, band or orchestra rehearsals, and product fairs.
9. ALB does not allow any amplified instruments, drums, brass instruments, woodwind instruments, or DJ's.
10. Licensee will be charged for any room or property damage incurred during their use. A damage fee, determined by management, must be paid within 48 hours of the original rental date or will automatically be charged to Licensee's credit card.
11. A non-refundable deposit is required from any Licensee with reservations lasting 12 weeks or longer at the time of booking.
12. American Liberty Ballet assumes no responsibility for the loss, theft or damage of, or to, the Licensee's property. No property may be left at ALB.
13. American Liberty Ballet is neither responsible nor liable for any accident, injury or damage resulting from the direct actions of the Licensee or their associates. Licensee is required to have insurance. There are two (2) insurance options available:
 - a. A basic liability certificate of insurance with ALB named as "Additional Insured".
 - b. The signature of these guidelines, preferably the head of the organization or the event coordinator, creates an acceptable "signed waiver" and is responsible for making sure that his/her associates are made aware of the "No Liability Policy" of ALB.
14. Any materials distributed outside the facility must only include ALB's street address and floor number.

Licensee must be present during Licensee hours. American Liberty Ballet retains the right to immediately terminate a Licensee contract and evict the Licensee and associates for direct violation of the Facility Guidelines, or the display of rude or offensive behavior. Should this occur, no refund shall be issued.

Licensee Signature _____

Date _____