

Event date: _____ Event Start Time: _____ Event End Time: _____

Event Name/Responsible Party: _____

Address: _____ City: _____ Zip: _____

Primary Phone: _____ Email address: _____

Rental Amount Total \$ _____

Deposit \$ _____

Amount Due \$ _____ Date Due _____

Please read the material below to make sure all parties understand the requirements for everyone's safety.

1. A signed contract and deposit in the amount of twenty five percent of the rental total must be received to reserve your date(s) and time(s) at the time of reservation. The balance of your rental fee is due before the commencement of your event. Deposits are non-refundable from 7 days prior to event should the event need to be cancelled.
2. Renter agrees to hold Move The Beat, its landlord, and sub-contractors harmless of and from any liabilities, physical or personal damages, losses, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises.
3. There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building; including loitering or congregating outside on the sidewalk at any time during the event. Renter may procure proper licensing for alcohol consumption for private events at their own cost with the city of Des Plaines, and Renter assumes full responsibility and legal ramifications. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly is at the sole discretion of Move The Beat and shall be grounds for immediate expulsion from the premises and the conclusion of the rental period. In such case, no refund of the event's costs shall be made.
4. Move The Beat's space will be in a clean condition prior to your event. You are required to return the space to the same clean condition in which it was found. All trash must be collected, properly bagged, and removed by the Renter. All rental equipment must be removed immediately following the conclusion of your event. Renter is responsible for any damages to Move The Beat's properties.
5. Renter agrees that Move The Beat staff and contractors may enter and exit the premises during the course of the event. A representative of Move The Beat will be on site during your event and will be checking periodically with the responsible parties to insure everything is running smoothly.
6. Should Move The Beat be engaged in the promotion or co-production of your event, Move The Beat must see and approve all marketing messages and communication, and are happy to provide professionally created images of our space for promotional materials.

Agreed to this ___ day of _____, 20____. Renter _____

Move The Beat _____

Professional Rental Agreement Addendum

Responsible Party/Company/DBA: _____
Primary Phone: _____ Email address: _____

1. No deposit is required for professional rentals; however, full payment is due before the commencement of the rental. If professional is renting in succession, full payment is due up front, and any unused hours shall be refunded or credited to the Professional Renter.
2. Professional Renter may use Move The Beat's sound system, ballet barres, and mirrors and assumes full responsibility for any damages that may occur during use.
3. Professional Renter may not use or enter private areas such as storage rooms, desks, filing cabinets, etc. In no way is a Professional Renter allowed to access data or hard copy files of any kind from Move The Beat nor allowed to use Move The Beat's computers, phone, fax, credit machines, or any other data device.
4. Professional Renter is not authorized to adjust lighting or thermostat settings nor to incur any direct costs to Move The Beat. Move The Beat will not reimburse Professional Renter for any costs including, but not limited to; music, dance equipment, office supplies, etc.
5. Confidentiality is expected between Professional Renter and Move The Beat should any sensitive information be exchanged during rental such as, but not limited to: customer's names, other information related to customers, price lists, pricing policies, financial information, techniques, marketing plans and materials, etc.
 - a. Renter shall in no way solicit Move The Beat's clients or contractors at any time.
6. Should a temporary key to the premises be issued to the Renter, Renter agrees to the following:
 - a. Keys issued by Move The Beat remain the property of Move The Beat and are to be returned immediately upon completion of the work for which the keys were issued.
 - b. Renter agrees to not loan, duplicate or use the key issued in any unauthorized manner.
 - c. Renter will ensure the key is either in possession or appropriately secured at all times.
 - d. Renter accepts responsibility for the cost of replacement keys, rekeying locks and any associated damage or losses should Renter lose the key or should the keys be lost, stolen or misused while in possession.
7. Move The Beat may terminate this agreement without liability at any time. Upon termination, Professional Renter will immediately provide Move The Beat with any and all properties.

Professional Renter understands that all requirements of the Rental Agreement and of the Professional Rental Agreement Addendum apply at all times during rental.

Agreed to this ____ day of _____, 20____ Renter _____
Move The Beat _____