



STUDIO RENTAL AGREEMENT

Studio Reservations: Limelight has studios of varying sizes. Since studios are assigned based on the number of people reserved for – the person making the reservation must guarantee this number. For example, if a room is reserved for 20 people, the party will pay \$200 for that room for the first hour, even if only 15 people show up. Therefore it is highly recommended that guests be conservative in estimating the number of people in their party. Please note that there is no penalty for adding people to the party – but those guests will be charged \$10 per hour as well. Limelight suggests that the person who makes the reservation does not reserve for a number significantly smaller than the expected number of attendees, as a smaller room will be booked and therefore may not be comfortable for increased numbers.

Studio Cancellation Policy: The reservation is finalized at the time the credit card information is provided. If the party cancels or is a no show, that card will be charged for the first hour (\$10 x number of guests reserved for). If plans are not finalized, Limelight recommends not making a reservation. Limelight does accept walk-ins, although space is only guaranteed for those who make a reservation.

Studio Start-Stop Time: Limelight advises guests to be at the venue and checked in 5 minutes prior to the reservation time. Guests start getting charged when the reservation starts. If the party arrives late, they still will pay for the time the room was reserved (even if they are not using it). In the case that guests are brought in the room past the reservation start-time due to a delay on Limelight’s part (studio being cleaned etc.), guests will not pay until they are brought in the room. If guests are brought into the studio early, they will pay for this time at the same rate (\$10 per person per hour). Unless there is a reservation immediately following, guests will not be asked to leave the studio at a particular time. Staff and management are not able to provide time-checks to studio parties. It is the responsibility of the guests to monitor the time they spend in the studio and pay for the time they use the studios. When the guests clear out the room, they should bypass the line at the bar to notify staff that they are out of the room. This will avoid situations where the end-time is different from the time at which payment is made.

Studio Rates: Studio rentals are \$10 per person per hour. For the first hour guests will pay for a minimum of \$10 x the number of guests reserved for. If additional people join the party, they will be charged the same rate. Both cameras and staff monitor the number of individuals in a studio. To ensure Limelight records the exact time guests leave a room, those guests should visit reception and check out by paying for their studio time. Limelight pro-rates the charges in 15 minute increments and rounds up to the nearest 15 minutes (i.e. if a party stays in the studio 1 hr. and 20 minutes, they are charged for 1 hr. 30 minutes).

Studio Recording: Guests should note that they are interested in recording at the time the reservation is made as not all studios have recording capabilities. Recording fees are NOT included in the studio rental charges.

Studio Technical Problems: If guests experience technical problems in the studio – Limelight staff should be notified immediately. If it takes time to fix these issues – that time will be tracked by Limelight and deducted from the total studio time. If guests do not bring technical issues to the attention of Limelight staff and continue use of the studio, Limelight will not provide a discount on the studio time. If a technical problem causes the guests to leave the studio, they are still responsible for paying for the time they did use the studio.

Studio Customers in the Stage: As long as the studio is reserved in advance, the cover charge is waived for people in a studio party. Therefore members of the studio party can enjoy the stage area (open Thursday-Saturday nights) before and/or after their studio booking for no additional fee. Note that walk-ins must pay both the cover charge and studio rental fees.

Studio Food and Drink Policy: Limelight serves food and drink in the studios. Outside food and drink are not permitted on the premises. Cameras monitor each studio – and if outside food or drink is found, your party may be removed from the studio or the venue. If minors are caught with alcohol at Limelight – the police will be notified. If a party is terminated for these reasons, the cardholder will be charged for the duration of the party as well as a \$250 penalty.

Studio Damages: Studios are examined before check-in and after check-out. Your party is responsible for destruction of equipment caused by misuse. Other than the touch-screen interface and microphones, guest should not touch studio equipment (including but not limited to: mixers, vocal processors, cables, speakers, amp, television, LEDs etc.). If your party experiences a technical problem staff should be notified immediately. If equipment is destroyed, the cardholder may be charged the value of the equipment.

Studio Payment Options: Limelight accepts all major credit cards and can put the total studio charge on multiple cards. The minimum payment on a card is \$20.

IF YOU HAVE ANY QUESTIONS REGARDING LIMELIGHT’S STUDIO POLICIES PLEASE DO NOT HESITATE TO CONTACT US AT 617-423-0785.
A SIGNED COPY OF THIS AGREEMENT IS REQUIRED BEFORE USING THE STUDIO, SO IT IS RECOMMENDED THAT THIS IS REVIEWED IN ADVANCE.

I have read, fully understand and agree to the terms and conditions laid out in Limelight’s Studio Rental Agreement.

Name (Print): _____

Start Time: _____

Signature: _____

End Time: _____

Date: _____

Rate: \$10 per person per hour