

# 16 BEAVER STUDIO

16 Beaverstudio LLC  
16 Beaver St, 6th. Floor  
New York , NY 10004  
Phone / Fax 212 425 4736

## Booking Policies & Confirmation

Client: \_\_\_\_\_

Authorized Client Representative: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Authorized Client's Credit Card on File : Type : \_\_\_\_\_

CC Number : \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date : \_\_\_\_\_

Tel / email / fax: \_\_\_\_\_

Payment Method: CASH / CHECK / CHARGE DUE AT END OF SHOOT

Confirmation of your booking and estimated rates are as follows (Rates are based on usage, and are estimates. Any and all additional fees incurred on behalf of client by 16 Beaverstudio LLC, shall be billed and are payable by Client according to 16 Beaverstudio LLC terms and conditions. Any past due to agreed payment term will be charged to the authorized client credit card on file with 16 Beaverstudio LLC.

**All rented equipment must go through the studio, or there will be an upcharge on the studio rental.**

Photographer /Artist: \_\_\_\_\_

Date(s): \_\_\_\_\_

Rate for 9 hr day: \_\_\_\_\_

Overtime: \$125 (\$200 Film) per hour before 9am & after 6 pm,  
After Midnight \$250 (\$500Film) per hour

Start Time: \_\_\_\_\_ Equipment: \_\_\_\_\_

Digital: \_\_\_\_\_ Distro/Power: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_

(COST IN \$ BEFORE FULL EQUIPMENT ORDER, OVERTIME, AND OTHER EXPENDABLES)

16 Beaverstudio LLC overtime rates will begin after nine (9) hours. For studio cancellation 16 Beaverstudio LLC requires three (3) days prior written notice, otherwise the full rate, as defined above will be incurred and must be paid to 16 mBeaverstudio by client upon cancellation. All charges and fees are due and in full by the end of the studio rental term. Payment arrangements and guarantees must be made in advance of booking. Client may apply for Account privileges. Such application requires up to 30 days processing time. Account privileges are based on usage and payment history and may be withdrawn at any time. The Studio is equipped with a make-up area, clothing racks, steamers, iron, ironing board, Internet access, full stereo system. Fax, copy machine, digital output services are also available at an additional charge. There is an additional power charge for HMI's.

Client is responsible for the safety, security and value of the rented/booked premises and equipment, including such common and exterior areas that client accesses and uses. 16 Beaverstudio LLC is not liable for any injury or losses to person or property of Client, its agents, officers, employees and guests or the property and of third parties in their custody for any reason whatsoever including water leakage or any character gas, fire, oil, electricity, theft, failure or interruption or condition or availability of the licensed premises or any portion thereof including the interior, common and exterior areas of the building. Client represents that Client has procured any and all required permits, licensed and permissions, Certificates of Insurance naming 16 Beaverstudio LLC as primary additional insured. Said insurance certificates must be provided prior to rental/booking. Such insurance shall meet the following minimums: Commercial General Liability \$1,000,000 per occurrence & annual aggregate.

Client hereby agrees to indemnify, defend and hold harmless 16 Beaverstudio LLC (the "Company"), and all of their members, managers, officers, directors, employees, agents, assigns and related entities (collectively, the "Indemnities"), from and against any and all liabilities, losses, damages, judgments, settlement expenses, claims, costs and expenses whatsoever (including court costs, reasonable attorneys' fees and related disbursements, whether incurred by Indemnities in actions involving third parties or in actions against Company for claims under this Agreement) (individually, a "Loss" and collectively, the "Losses") arising out of or in connection with: the breach by Client of any of its agreements or covenants under this Agreement; the untruth of any material representations and warranties hereunder; any materials supplied of provided by the Client herunder; and, any consumer claims or complaints relating to the Venue, or any of the Client's products or services.

The termination or expiration of this Agreement shall not affect the continuing obligations of the parties as indemnitors. Each party shall promptly and within forty eight (48) hours, notify the other party in writing of any claim made or threatened. The person executing the rental agreement on behalf of Clients warrants that he/she has full authority of such corporation to sign the rental agreement and obligate the corporation.

Client Agreed and Accepted

Date

\_\_\_\_\_

\_\_\_\_\_

By authorized client representative

Print Name

Job #

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