



## Studio Rental Policies & Expectations

### **Rates:**

Hourly Rental Rate: \$100/hour; Custodial Fee: \$35

Families of registered Golden Steps students, Board of Visionary members, and Golden Steps staff receive a discount of 15% off hourly rental rate. Weekday rentals (excluding holidays) between 10 a.m. and 3 p.m. receive 20% off. (clean up must be complete by 3 p.m.)

**Additional Charges:** For dance instruction by a Golden Steps staff member during your event, the rate is an additional \$35/hour.

**Payment Policy:** If Golden Steps is reserved more than 30 days before the event, 25% of the total rental fee is due at the time of the reservation, and the remaining balance is due one week prior to the event. If Golden Steps is reserved less than 30 days before the event, the full balance of the rental is required at the time the reservation is made.

**Security Deposit:** A security deposit is required for all events held at Golden Steps: **\$100 for events lasting up to 3 hours; \$200 for events that will be 4 hours or longer or recurring 4 or more weeks.** This deposit is due upon reservation. This check will be held until after the event and a facility inspection is completed by Golden Steps staff. Deductions from the deposit may be made for the following reasons: Additional time is used by the Renter outside the scope of the rental agreement; damage is caused by the Renter to the building, its contents and/or the grounds; additional cleaning is required by Golden Steps staff to return the building and grounds to the condition in which they were found.

**Cancellation Policy:** If the reservation is cancelled more than 48 hours prior to the date of the event, the deposit will be refunded. If the reservation is cancelled less than 48 hours prior to the date of the event, the deposit will be forfeited.

**Studio Availability:** Golden Steps is available year-round with the exception of major holidays. All events must conclude by 1 am and including clean up of facilities.

**Amenities:** Golden Steps has the following amenities available for your use: • three dance floors, carpeted common areas, carpeted mezzanine, student lounge, restrooms with changing areas, parking lot. • Equipment: refrigerator, 6' tables, folding chairs, stereos. • WiFi with high speed internet. • **Reception desk, office and custodial closet areas are off-limits.**

**Cleaning:** It will be the Renter's responsibility to return Golden Steps to the condition in which it was provided. Please remove any garbage from your event. Any further cleaning that must be performed by Golden Steps staff will be deducted from the deposit at a rate of \$50 per hour, with a minimum charge of \$50. Golden Steps will vacuum facilities – please remove all visible particles from the carpeting and flooring.

**Decorations:** No material may be attached, affixed, tacked, stapled or taped on the walls, doors, lighting fixtures, mirrors, or any part of the interior or exterior of Golden Steps without prior consent. Artwork may not be removed from the walls Décor items of Golden Steps may not be removed without prior consent. Any and all items being placed on any studio flooring **MUST** be approved by Golden Steps management s in advance.

**No Tobacco or Alcohol:** Tobacco and alcohol are not permitted anywhere on the grounds of Golden Steps, including the parking lot.

### **Golden Steps Expectations of Event Guests:**

- No shoes worn outside are allowed on any of the studio dance floors.
- No standing and/or climbing in or out of the windows in Studio A. (please use doorways)
- No touching or leaning anything on the mirrors.

**Liability:** Renter agrees to abide by all the rules governing the use of Golden Steps as set forth herein and in accordance with all applicable laws of the State of Indiana, and all county and/or municipal ordinances. Renter understands a Golden Steps staff member may visit the facilities during the scheduled event. Renter also agrees to pay Golden Steps the reasonable value of the cost of repairing and/or replacing damage done to the building, contents of the building, or the grounds of Golden Steps caused by the Renter or its attendees, agents, sub-contractors, or invitees. Renter is responsible for any loss due to theft of Golden Steps property for the actual value of the property lost. By agreeing to this, Renter assumes full responsibility for all persons at the event and connected with the Renter.