

POLICIES AND CONDITIONS

Contract Agreement

Renters Usage Agreement and Producers Package

Rental Deposit:

The required rental deposit will be 50% of the total cost on the application agreement.

100% of the rental deposit (stage time, cleaning deposit and extras) is required in advance to reserve and use the stage.

All reservations are made on a "first come, first served" basis.

Payment:

At the end of your last day of the rental agreement, you will receive an invoice. At that time the balance must be paid in full to the StagePort Manager. Unless other written payment arrangements have been made with the StagePort Manager.

Cancellation Conditions:

Time	Refund of rental deposit
5 business days or more	100%
5 business days or less	50%
48 hours or less	0%

Personnel in the facility:

The renter may invite guests, patrons, clients, contractors or permitted subtenant into the premises only during reservation and billable overtime hours. All of these individuals shall be considered a part of the renters business operation.

All models, actors and actresses must be of legal age. If not, the renter must have written consent of the legal guardian of any minor under the age of 18 included on any production.

No subletting allowed, unless by contract agreement with StagePort.

Stage rental shall not be used for residential or overnight stay. No one is allowed in the stage between 9 p.m. and 7 a.m. without the agreement of StagePort Manager.

Parking:

Parking is available in the lot east of the building during business hours or during paid overtime. Please do not park in the reserved spots. There is 24 hour parking on the street. No parking in the back door entrance. Except for loading and unloading at the loading dock in the ally.

Cleaning:

At the end of the booking all trash must be picked up and placed in the dumpster. The floor and Stage must be left in the same condition as before booking. Floors must be swept of visible dust, dirt, trash and other soil.

Insurance:

Certificate of Insurance naming StagePort as an additional insured with respect to General Liability.

You may have the Certificate of Insurance sent directly to the Manager of StagePort with these limits:

1. Each occurrence	\$1,000,000
2. Damage to rented premises	\$50,000
3. Medical Expense (Any one person)	\$5,000
4. Personal & Adv. injury	\$1,000,000
5. General Aggregate	\$2,000,000
6. Products - Comp/Op Agg	\$2,000,000

No rental equipment or props may leave the facility at any time unless the Renter has opened an account with the General Manager of StagePort.

The Renter of the Stage is responsible for any damage or loss incurred to the studio property and equipment during the rental period.

StagePort is not responsible for loss, damaged or stolen equipment or items at any time.

Renter may not leave the Stage unattended. If Renter must leave the premises, the manger or personnel of StagePort , must be called in to attend the Stage before the Renter can leave. In that case, StagePort, or it's personnel may lock up the Stage until the renter returns.

StagePort contact information:

Jon Trozzolo, General Manager

jon@stageport.tv

(816) 9791790 office

(816) 994-9333 fax

(816) 419-5656 mobile

Address and directions:

StagePort

208 W. 19th Street

Kansas City, Missouri 64108

We are 2 blocks east of Broadway on 19th St. Between Wyandotte and Central St.

Entrance:

Cast and crew can enter through the front or back of the building.

The front glass door will have a StagePort sign. Please ring the door bell and someone will let you in.

The back gray metal door is in the ally it has a StagePort sign right above the door. Please ring the door bell and someone will let you in. We prefer you use the back entrance.

No one is allowed in StagePort between 9 p.m. and 7 a.m. without the agreement of StagePort Manager.

No smoking for personal use in the stage building.

Cigarette smoking will only be allowed only by approval of the StagePort Manager.

Cigar smoke is allowed only for a photo or video production.

By your signature hereon, you acknowledge you have read and accept both the studio rules, policies and conditions. You agree that the information disclosed by you herein is true, complete and accurate to the best of your knowledge.

You also agree that the information disclosed by you herein is material to the potential Lessor's decision with respect to granting or denying your application to enter into a Lease.

Signed by: _____

Print name: _____

Date: _____