

## LightSpace Studio

8755 Washington Boulevard, Culver City, CA 90232 tel 310.280-0082 fax 310.280.0339 info@lightspacestudiola.com

### STUDIO CONTRACT

**DEPOSIT/RENTAL PAYMENT:** A deposit of 50% is required to secure the date. The rate for studio rental is for a 10-hour day. Overtime rate is \$150 an hour. There will be an additional charge for video and/or HMI use. Payment is due in full on the day of the rental, and an invoice will be provided to you at that time. Prior to the rental, please indicate the appropriate billing information and job reference below on this form.

All payments should be made payable to "Carin Krasner Photography, Inc.".

**CANCELLATION:** If cancellation occurs within 48 hours of the shoot date, the deposit will be forfeited, unless we are able to rebook the time with another client. If cancellation occurs prior to 48 hours of the shoot date, the full deposit will be refunded.

**INSURANCE CERTIFICATE:** Please contact your insurance to obtain a required certificate of insurance for the studio before the rental. Both "Carin Krasner Photography, Inc." and "Walter N. Marks, Inc." should be listed as additionally insured. Renter shall maintain, at Renter's expense, worker's compensation insurance and public liability and property damage insurance with a combined single liability limit of not less than One Million Dollars (\$1,000,000), insuring against all liability of Renter, its employees, agents, representatives, invites, successors, and assigns arising out of or in connection with Renter's occupancy, use of the studio, and the equipment. Please fax the required certificate of insurance to the studio 72 hours before the shoot day. If certificate is not received within this time, this contract will be void and the deposit will be forfeited.

**ARRIVAL TIME & PARKING:** Let Nicole (studio mgr.) know your arrival time. Please let her know how many cars/trucks will be present on the shoot day so she can arrange for parking. Please note that unauthorized vehicles parked in the Surfside lot (8777 Washington Blvd.) will be towed. Parking maps are available on our website. Parking permits required for Helms lot parking – see studio manager upon arrival.

**PHONES and FAX: IMPORTANT:** Please limit your outgoing calls to local calls only. We also have a fax available in the studio (310.280.0339) and wireless internet/DSL connection.

**STUDIO EQUIPMENT:** Our website provides a list of the basic grip package included in the studio rental, along with additional equipment for rent.

**MEALS:** We have an extensive menu guide and catering list for your reference.

I have read and acknowledged this agreement. Please fax back to Nicole at 310.280.0339

\_\_\_\_\_  
signature

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date

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print name

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phone number

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company - attention

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company phone number

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