



# Little Mission Studio

## Rental Agreement

This agreement is made between Little Mission Studio (henceforth referred to as “LMS”) & the person/group/ organization below (henceforth referred to as “Renter”):

**Renter:** \_\_\_\_\_ (Name Here)

**Legal Group or Organization Name (If Applicable):** \_\_\_\_\_

### Fees & Payment:

Little Mission Studio offers rental of our Studio Rooms for Individual Practice & Group Rehearsal Room in 1-hour increments.

Little Mission Studio offers rental of its Performance Halls. For our Performance Halls, Non-Exclusive rental rates mean other events at LMS may be scheduled during the rental period. Exclusive rental rates mean no other lessons, classes, or events will be scheduled at Little Mission Studio during the rental period.

See LMS website for all up-to-date rental rates. Reservations are not confirmed until payment is received.

For Performance Hall Rentals: Once confirmed, reservations are non-refundable. Cancellations by Renter are non-refundable & non-transferable.

For Individual & Group Practice Room Rentals: Up to 48 hours before the rental period, reservations may be rescheduled or cancelled for a full refund. Renter must use our Online Booking tool to cancel or reschedule within given availability. Cancellations by Renter less than 48 hours before the rental period are non-refundable & non-transferable.

LMS reserves the right to change studio practice room location if necessary. If cancellation by LMS is necessary, all fees will be refunded. LMS reserves the right to deny rental at any time for any reason.

### Reservation Process:

To reserve a time slot in one of our Studio Rooms:

- Renter must complete our Practice Room Reservation Form online.
- Renter must submit this signed Rental Agreement.
- Once Practice Room Reservation Form & signed Rental Agreement are received, Renter may use our Online Booking Tool to reserve practice room times based on current availability.
- Reservations are charged & confirmed upon booking.

To request time in a Performance Hall:

- Renter must complete our Hall Rental Form online.
  - Renter should list at least 3 dates/times that could work in their rental request.
  - Renter should request the number of chairs & music stands they will need.
- Renter must submit this signed Rental Agreement & Certificate of Insurance (see next page).
- Once Hall Rental Form & signed Rental Agreement are received, LMS will do their best to accommodate Renter's first time slot choice & respond via email.
- Once a time slot is agreed upon, LMS will email an online invoice (secure via Square Payments) for Renter to pay & confirm reservation.

**Studio Rooms:**

All of LMS's Studio Rooms have pianos, most acoustic, but some also have digital pianos. Some rooms also have percussion equipment that can be used with prior approval. See LMS website for up-to-date list of rooms & available equipment. *Note: LMS studio rooms are not sound-proof & are not ideal for professional recording.*

**Performance Halls:**

LMS Performance Halls each have a Ritmüller Baby Grand Piano. See the LMS website for up-to-date list of equipment available with Hall Rentals.

**Insurance:**

For Organizations Only (non-profits, LLCs, corporations, etc.): Renter is required to have general liability insurance to cover the members of the organization. The insurance policy will list the following as additionally insured, & Renter will provide a "Certificate of Insurance" to LMS before the first rental period:

Little Mission Studio LLC  
445 Hampshire Street  
San Francisco, CA 94110

Trala Building DBA Carthur Enterprises LP  
981 Howard Street  
San Francisco CA 94103-4108

**Safety Protocols:**

Renter agrees to fully adhere to current health & safety protocols in place by LMS including current masking, vaccination, & testing requirements. See LMS website for up-to-date safety protocol information.

**Renter Rules & Responsibilities:**

An LMS faculty or staff member must be on premises for the duration rental time. Renter is solely responsible for the actions of his/her fellow musicians & guests at all times. Renter is responsible for any damage to the facility at LMS and/or its contents, including loss or damage to musical instruments. Any damages caused to any instruments, furnishings, or premises will be billed at full retail value with payment due & payable within seven days of the rental.

Currently enrolled students & already scheduled lessons & classes take priority when LMS schedules rooms.

Renter may move & arrange requested chairs & stands as needed for rehearsal.

Renter may not alter or move any pianos or large musical equipment without explicit prior approval & supervision of LMS.

Renter may not use amplified sounds (other than LMS digital pianos), without prior approval of LMS

Renter may not use rental time to teach or charge for any service.

Rollup doors & windows are to be operated by LMS staff only. Please communicate with the onsite staff member if you would like to open a door or window for increased airflow.

Nothing can be affixed to the walls, fixtures, or furnishings of LMS.

Smoking is not permitted inside or within 20 feet of the entrance of LMS. Animals, with the exception of properly labeled service animals, are not permitted in LMS.

Renter is responsible for general clean up & proper disposal of all items they bring to the premises at LMS. Large or unreasonable messes, as determined by LMS, left uncleaned may result in additional cleaning fees.

**Release:**

Renter shall release, indemnify, keep & save harmless Little Mission Studio, its agents, officers, employees, or members from any & all responsibility or liability for any & all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises has been leased, & to all property damage proximately caused by, incident to, result from, arising out of, occurring in connection with, the use by the Renter of the premises. The provision of this section shall include any & all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs & expenses, including reasonable attorney's fees.

**I, the undersigned, have read & do agree to all the conditions in aforementioned agreement.**

**Renter:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LMS:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***Signatures of Additional Musicians required for groups that are not legally organized or incorporated entities.***

**Additional Musician:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Musician:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Musician:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Musician:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Musician:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Musician:**

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_