



Christian Dance Center

Dance Studio Rental Information

- ◆ **Maximum capacity** for the room depends on the activity taking place. Please refer to the dimensions mentioned below in determining capacity for your rental.
- ◆ **Rental times:** The dance studio is available for rent during off duty Christian Dance Center hours.
- ◆ **Cost:** \$50.00 per hour.
- ◆ There is a one hour minimum rental time.
- ◆ **Be sure to allow for set-up and clean-up time when you're figuring the total amount of time you will need in the room.**
- ◆ We cannot store customers supplies in the room.
- ◆ Please clean up after yourselves—deposit all trash into the proper receptacles.
If the room is left in an unacceptable condition, a \$50.00 cleanup fee will be added to your total charge.
- ◆ Soft soled shoes only should be worn in the dance studio.
- ◆ Do not tape items to the mirrors.
- ◆ Do not write on any walls or surfaces in the dance studio.
- ◆ No food or drinks are allowed in the dance studio.

How to Rent the Dance Studio

- ◆ **In Person:** Fill out a “Dance Studio Rental Application,” and confirm availability with office staff.
- ◆ **By Phone:** Call us to confirm availability and hold your requested date. Fill out and return your Dance Studio Rental Application and payment within 48 hours to guarantee your rental. Applications are available at the dance studio, or may be printed out from our website at www.christiandancecenterllc.com

Payment Options

- ◆ **In person:** Cash, checks, or credit cards (MasterCard or VISA).
Please make checks payable to: **CDC, LLC.**
- ◆ **Mail:** Send checks or money orders directly to the dance studio (see address below).
Please make checks and money orders payable to: **CDC, LLC.**

Important Information

- ◆ A \$20.00 service fee will be charged in order to change a finalized (signed) rental contract.
- ◆ **Cancellation policy:** If cancellation is made with at least one week's notice, 100% of the amount paid will be refunded (in the same payment form as rendered). If less than one week's notice is given to cancel a booking, no refund will be issued.
- ◆ Please clean up after your rental. If the dance studio is left in unacceptable condition, a \$50.00 Clean up fee will be added to your total charge.

General Facility Use Rules & Regulations

Christian Dance Center contracts are subject to the following rules and regulations.

1. This contract entitles the Renter to exclusive use of the dance studio reserved for the dates and times indicated on the contract. No additional setup or cleanup time is allowed. Customers must vacate the room by the time specified on the signed contract, or he/she will be billed in 15-minute increments, \$15.00, for additional time used.
2. Rental agreements will be issued to adults 21 and older only who agree to accept responsibility for the supervision of guests in the room throughout the rental period. The Renter is responsible for maintaining orderly conduct among all participants.
3. On the rental day, the total due for rental must be paid in full before gaining access to the room.
4. A twenty dollar (\$20.00) service fee will be charged in order to make any changes to a finalized (signed) rental contract.
5. Cancellation policy: If a cancellation is made with at least one week's notice, 100% of the amount due will be refunded (in the same payment form as rendered). If payment was made by check, please allow 10 days for the check to clear before a refund is issued. If less than one week's notice is given to cancel a booking, no refund will be issued.
6. The presence or consumption of alcoholic beverages (including beer) on the property is strictly prohibited.
7. Directional signs and decorations are allowed during the rental period only. Decorations may be hung, or taped on walls in the rented space with scotch tape only. No decorations may be hung from the ceiling or ventilation ducts, or on mirrors, and no glitter or confetti is allowed.
8. Renter is responsible for removing all signs, decorations and trash after the rental period. If the room is left in unacceptable condition, a \$50.00 cleanup fee will be added to the total charge. The renter assumes personal liability for the cost of excessive cleanup, loss, breakage, vandalism or removal of studio property.
9. Loud or offensive music, vulgar language, and any excessive noise which disturbs any other customer are not allowed.
10. All contracts/rental agreements are subject to change by CDC personnel. Failure to comply with the conditions in this contract may result in the immediate cancellation of the event, and/or loss of rental and other fees paid.

I have read the above conditions governing the use of rental facilities, and agree to abide by them or risk the loss of a rental fee and/or any other payment rendered.

Renter's Signature: _____ **Date:** _____

Date of Rental: _____



Christian Dance Center

Dance Studio Rental Application

Date of Application: _____ / _____ / _____

Requested Date/s: _____ / _____ / _____

Number of guests: _____

Time/s Requested: _____ AM PM to _____ AM PM

Type of Function: (please specify) _____

Special Requests/Notes:

Name: _____

Organization/Company Name: _____

Address: _____

City, State, ZIP: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax Number: _____

Email Address: _____

Payment Method (check one)

Cash (accepted in person only)

Check \$ _____ # _____

(Please make check payable to: CDC, LLC)

DO NOT WRITE CREDIT CARD NUMBERS ON THIS FORM

Credit card: MasterCard or Visa is accepted **in person**. Your reservation is not guaranteed until your payment has been processed.

Christian Dance Center, 990 Quail Creek Rd, Shreveport, La. 71105

FOR OFFICE USE ONLY

Amount Due:

Room Rental: \$50/hour

_____ (# of hour rentals) X \$50.00 = _____

\$ _____ Late Fee \$ _____ Clean Up Fee

Total Amount Due = _____

NOTES/COMMENTS _____

