



INTERWOVEN

S T U D I O S

**TO CONFIRM YOUR STUDIO BOOKING,
PLEASE SIGN AND E-MAIL THIS FORM BACK TO YOUR INTERWOVEN CONTACT**

This is a binding agreement between Interwoven Studios LLC (INTERWOVEN) and the below-signed individual representing the below named entity (Renter/Client). Upon execution, this agreement is mutually binding. By signing below, Renter acknowledges an understanding of and agrees to abide by the conditions and terms described herein:

CANCELLATION POLICY Whenever possible, INTERWOVEN will attempt to rent the facility in question to another client and waive the fee for original Renter upon cancellation. However, if INTERWOVEN is unable to rent the facility to another client, and cancellation requests are received

- 21 calendar days prior to scheduled start, a full refund will be made.
- 14 calendar days prior to scheduled start, a 50% refund will be made.
- 07 calendar days or fewer prior to scheduled start, no refund will be made.

All cancellation requests must be submitted in writing (via email to liftoff@interwoven-studios.com).

RENTAL RATE By signing below, Renter confirms receipt of INTERWOVEN rate sheet and acceptance of the negotiated rate listed in this Agreement. Renter agrees to pay the rate listed therein, plus any applicable fees or overages, for all services rendered and equipment used (production EQ and supply).

INSURANCE REQUIREMENTS Renter must furnish INTERWOVEN with a certificate of insurance naming INTERWOVEN as the additional insured and loss payee under renter's comprehensive general liability policies.

Comprehensive General Liability Insurance must be in an amount not less than:

\$1,000,000/1,000,000 USD Bodily Injury Liability and \$1,000,000 USD Property Damage Liability.

TERMS Renter must have current Credit Card Authorization on file with INTERWOVEN in order to secure rental. Renter rental balance shall be charged upon completion of scheduled shoot date. Renters/Clients with delinquent accounts are required to pay account balance in full, prior to commencement of a new shoot or event, unless other arrangements are made.

INTERWOVEN reserves the right to charge all amounts that are 60 days or more past due to Renter's credit card, including a 3.0% credit card service fee and any applicable late fees.

INTERWOVEN charges a late fee of 1.5% for overdue invoices after 45 days. Renter is liable for all costs, legal and/or collections fees incurred by INTERWOVEN in efforts to collect past due payments.

RESPONSIBILITY Renter shall indemnify and hold harmless INTERWOVEN and/or its parent company, subsidiaries, and/or affiliated companies for any injuries sustained or incurred as a result of contributory negligence of INTERWOVEN.

PROPERTY DAMAGE INTERWOVEN is not responsible for any property nor articles left behind by Renter, crew, or any other parties. Renter assumes full responsibility for any loss and/or damage to any property or equipment belonging to INTERWOVEN, whether caused intentionally or by accident by crew members, talent, or other guest or party on the premises.

Renter shall cover any Loss of Income equal to the base rental rate due to lost/damaged property or equipment multiplied by number of days required to repair or replace lost/damaged item.

PACKAGES Packages and/or deliveries sent to your production through a 3rd party (UPS, FedEx, etc.) will be checked in with INTERWOVEN staff or Studio Manager and held in a locked closet. A fee of \$30 per day shall be charged for the receipt of small goods. A fee of \$60 per day shall be charged for the receipt of large goods. Packages must then be signed out directly by Client or crew member. Any packages left behind by client for 3rd party pick-up must be approved for and signed-in by INTERWOVEN Studio Manager. INTERWOVEN will not be held liable nor take responsibility for any missing packages—please use tracked shipping methods only.

INSPECTION All equipment and property is available for your inspection. Failure to inspect waives Renter's rights to claim facilities and equipment did not conform with those requested and will be assumed to be in good and working condition at time of use/delivery.

PROTOCOL & POLICIES All equipment must be struck, cleared, and organized off the cyclorama at the conclusion of the shoot or event. Failure to do so will incur a strike fee of \$250/HR as INTERWOVEN will need to contribute labor to strike the set on Renter's behalf.

CEILING GRID By signing this agreement, Renter acknowledges and understands that INTERWOVEN's ceiling grid is made available to them for the purposes of building, lighting, and designing the stage for their production, while expressly recognizing the inherent dangers and risks associated with such use. Renter acknowledges that INTERWOVEN does not claim any responsibility for the safety of the ceiling grid and affixing items to it. Renter expressly waives,

releases, and discharges INTERWOVEN, its owners, employees, and affiliates from any and all liability, claims, actions, demands, expenses, or damages arising out of or in connection with the use of the ceiling grid. Renter assumes full responsibility for any risks involved and agrees to indemnify and hold the Studio harmless from any claims, damages, or liabilities resulting from personal injury, property damage, or any other loss that may occur as a result of Renter's actions or the use of the ceiling grid. Renter acknowledges their duty to ensure proper installation and security of affixed items, and agrees to adhere to safety guidelines and engage qualified professionals as necessary. This agreement is binding upon Renter, their agents, representatives, successors, and assigns, and Renter affirms their understanding of the risks involved, waives any claim of liability against the Studio, and agrees to comply with the terms and conditions set forth herein

RENTAL TIMES & OVERTIME Stage rental is based on a 12 hour day unless an adjustment is made by INTERWOVEN (for example – for hourly, half-day, 8HR or 10HR bookings). Day begins at first crew arrival and ends when last crew exits studio. In scenarios where last crew exit studio after 12 hours, Overtime Charges (OT) shall accrue to Renter account at 1.5x the agreed upon Stage Rate.

STAGE MANAGER / SITE REP A Stage Manager / Site Rep shall be provided by INTERWOVEN at no additional charge to Renter for the first 12 hours. After 12 hours, Stage Manager rate is \$100/HR.

RELOCATION Renter hereby acknowledges and agrees that INTERWOVEN maintains the right to relocate Renter to a different, comparable studio location at any time, without voiding the terms of this contract. Such relocation may occur with any reasonable notice period determined solely by INTERWOVEN.

EQUIPMENT RENTAL INTERWOVEN offers for-hire equipment and supplies to renters through an exclusive partnership with select photo, cinema and event rental houses. Equipment rental inquiries can be submitted to liftoff@interwoven-studios.com. INTERWOVEN and its exclusive partner vendors will ensure for the timely delivery of equipment to the Studio. Renter is however permitted to utilize equipment not provided/offered by INTERWOVEN. There is NO corkage fee.

Should Renter desire to rent production equipment through INTERWOVEN, Renter hereby assumes full responsibility for the equipment rented and agrees to compensate INTERWOVEN to the extent of the full replacement value, without allowance for depreciation, should any item of said equipment not be returned or be returned in a damaged or broken condition, due to any cause whatsoever. Renter further agrees to compensate INTERWOVEN for rental costs due to any time lost as a result of replacement or repairs to damaged or broken equipment.

Renter agrees that INTERWOVEN shall not be liable for any personal injuries or other damage sustained while using the rental equipment. Renter further agrees to keep INTERWOVEN and their respective officers, employees, and agents free and harmless from any loss, damage, responsibility, or obligation sustained by Renter or any other person, arising out of the use or

possession of the rental equipment. Renter shall notify INTERWOVEN promptly of any accident involving the equipment herein rented.

Renter acknowledges that it assumes all risk in the use and operation of said equipment and shall be responsible for providing proper safety devices and equipment, in order to comply with all Federal, State, and Local laws or regulations, and all industry standards. Rental of all equipment must be paid for the period of time it is in Renter's custody and until its return to INTERWOVEN. No allowance will be made for unused equipment. Renter shall not sublease, loan, or otherwise permit the equipment to be used by another person, firm, or corporation, and said equipment shall at all times remain under the immediate control, supervision and direction of Renter personally and/or his assigned agents. The acceptance of the return of the rented equipment is not a waiver by INTERWOVEN of any claims that it may have against Renter, nor a waiver of claims for latent or patent damages to the equipment.

Proof of insurance is required on all equipment rental orders. INTERWOVEN must be named "Certificate Holder" and/or "Additionally Insured." Coverage must include explicitly miscellaneous equipment and/or rented equipment. Insurance shall be sufficient to cover the cost of repair and/or replace any rented item. Insurance certificate is subject to approval by management before release of equipment. Unless house account is opened, a credit card is required to cover any insurance deductible as well as to guarantee rental payment.

RENTER RESPONSIBILITY FOR RENTAL EQUIPMENT Renter agrees to examine all items before rental and confirm that items are in good working condition. Renter must operate all equipment according to manufacturer's instructions. INTERWOVEN assumes no liability resulting from the use, misuse, or failure of any item rented. Renter agrees that if item is defective or unsuitable for their needs, Renter will have no claim against INTERWOVEN. Upon any damage of equipment, Renter agrees to repair items and/or reimburse INTERWOVEN for the value of repair, in addition to a charge for the daily rental rate until item is returned. Upon loss or theft, Renter will be charged at the day rate on the equipment that is lost or stolen until INTERWOVEN is reimbursed for the replacement cost.

PRODUCTION SUPPLIES, CATERING AND OTHER SUPPORT SERVICES INTERWOVEN offers for-hire production supplies, catering and other support services (such as security or valet parking) to renters through exclusive partnerships with select vendors. Service inquiries can be submitted to liftoff@interwoven-studios.com.

All production supplies used by Renter during rental period shall be added to Renter invoice per terms of this agreement.

STUDIO MAINTENANCE FEES By signing below, Renter confirms receipt of INTERWOVEN rate sheet and acceptance of applicable Studio Fees, such as trash/janitorial, cyc-repaint and power. Renter agrees to pay the fees listed therein, plus any applicable overages, for all services rendered and equipment used.

Interwoven Studios | CULVER CITY
3323 La Cienega Place
Los Angeles, California 90016

CLIENT SIGNATURE _____

DATE _____

PRINT NAME _____

AGREED UPON STAGE RATE AND OTHER CHARGES/FEES

please refer to Interwoven Estimate file

JOB DATES _____

BILLING CONTACT _____

BILLING EMAIL _____

BILLING ADDRESS _____