



Commercial/Special Event Rental Policies:

The following are deemed Commercial/Special Event Rentals at Millennium PGH: **auditions, intensives, workshops, photo/video shoots, and any other event where the organizer is charging an entry fee and/or expected attendance is 20 or more guests.** Millennium Pittsburgh does not rent out space for instructors to teach individual classes nor does it provide long-term rental contracts.

1) RENTAL RATES:

STUDIO SPACE	REGULAR RATE (Regular Hours) M-F: 2:00-10:00 p.m. Sat: 9:00 a.m.-5:00 p.m.	AFTER-HOURS RATE (Outside of Regular Hours)
Studio A (Max. 75 guests)	\$45/hour	\$60/hour
Studio B (Max. 25 guests)	\$25/hour	\$40/hour
Studio C (Max. 50 guests)	\$35/hour	\$50/hour
Studio D (Non-dance space; Max. 5 guests)	\$15/hour	\$30/hour

The following **Service Fees** apply to all Commercial/Special Event Rentals:

Rentals with 20-30 guests:	\$50 Non-Refundable Service Fee
Rentals with 31-49 guests:	\$100 Non-Refundable Service Fee
Rentals with 50-75 guests:	\$150 Non-Refundable Service Fee

2) BOOKING DEPOSIT: A Booking Deposit equal to 10% of the total rental rate may be required for rentals booked four or more weeks in advance. This deposit will be applied to final payment due. Deposit is fully refundable if rental is canceled 48 hours prior to the start of the rental period. Client forfeits the Booking Deposit if reservation is canceled within 48 hours.

3) SECURITY DEPOSIT: A Security Deposit is required for all Commercial/Special Event rentals and can be applied to balance due or refunded if the studio space(s) and lobby area(s) are **left tidy and in the condition in which they were found.** This includes the removal of all trash and personal belongings and returning any furniture or fixtures to their usual place.

4) CANCELLATION POLICY: Clients must cancel at least **48 hours in advance** to avoid losing the Booking and/or Security Deposits.

5) ADDITIONAL POLICIES:

- Security and Booking Deposits are due at time of signing the rental agreement. The balance must be paid prior to the start of the rental period and can be made via cash, check, or credit/debit card. There are no refunds for studio rentals.
- All rental clients are responsible for any damage to the studio during their rental period. Should damage occur, a Damage Fee in the amount of \$50 or to equal the cost of the repair will be charged to the card on file.

- o Rental clients must be courteous of all other guests, students, instructors and staff. Appropriate music, language and attire is required.
- o All activities must be contained to the studio being rented and prolonged use of the lobby areas is not permitted unless arrangements have been made with studio management in advance.
- o Smoking is strictly prohibited on studio property or within 20 feet of the Millennium building.
- o Food, drinks (except bottled water), and chewing gum are not allowed inside the studios.
- o All guests must wear clean, dry shoes inside the studios. Street shoes are not permitted.
- o If you will be using tap shoes during your rental, you may only use Studio A or Studio B unless other arrangements have been made.
- o Video recording, except for personal use, is not permitted. Studio management must approve use of live music prior to the start of the rental period.
- o Chairs and tables are available upon request; please let us know what you need when you submit your rental request.
- o Onsite parking is available to rental clients, but is limited. Please visit our website for more information.

6) LIABILITY INSURANCE: Depending on the type of booking, Commercial/Special Event rental clients may be required to provide proof of liability insurance with Millennium Dance Complex Pittsburgh named as an Additional Insured. Certificate of Insurance should be emailed to tawni@mdcpgh.com at least 30 days prior to the rental period.

7) GENERAL LIABILITY RELEASE: ALL RENTAL CLIENTS UNDERSTAND THAT USE OF STUDIO SPACE IS VOLUNTARY UPON ENTERING ANY SPACE OWNED AND OPERATED BY MILLENNIUM DANCE COMPLEX PITTSBURGH. CLIENT AGREES TO RELEASE AND HOLD HARMLESS WALLOR ENTERPRISES, LLC DBA MILLENNIUM DANCE COMPLEX PITTSBURGH, ITS OFFICERS, INSTRUCTORS, EMPLOYEES, INDEPENDENT CONTRACTORS, DANCERS, AND VOLUNTEERS FROM ANY AND ALL PERSONAL INJURY OR PERSONAL PROPERTY DAMAGE THAT MAY RESULT FROM USE OF THE PROPERTY.

By signing below, client agrees to all rental policies listed above and understands that failure to follow these policies may result in termination of the rental reservation without refund.

Client Signature

Date