

**COLLABORATIVE ARTS PROJECT 21**  
**18 West 18th Street, 6th Floor**  
**New York, NY 10011**  
**Phone: 212-807-0202 Fax: 212-807-0166**

**LICENSING AGREEMENT**

**Licensee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**The following Agreement is mutually entered herein between the above listed parties:**

Once this contract is signed, Licensee is solely responsible for all future bookings under this agreement whether made via telephone or in person. Bookings of \$ 50.00 or more require a 50% non-refundable deposit. **All reservations made within 48 hours of the scheduled date are considered final. (48 hour cancellation policy)** Deposit is due upon reserving studios. Payment is due on the 1st booking date of each month and prior to Licensee entering the studio. Payment options include cash, company check, money order, AMEX, MASTERCARD, VISA, and DISCOVER. There will be a \$25.00 fee for returned checks. Payment in full is expected from Licensees who do not show for their reservation OR do not cancel 48 hours in advance. The Credit Card on File will be charged in full.

1. All payments must be made prior to entering studio and in full on the first date of multiple bookings within the same month.
2. Smoking is not permitted anywhere in the building at anytime, including restrooms and stairwells.
3. At no time may the studio floors be taped.
4. **Studio assignments are not guaranteed** and may be changed only by the Facility Manager. Studios may not be occupied beyond the contracted time unless approved by the Facility Manager. All extra charges must be paid at that time.
5. Pianos and furniture may not be removed from any room.
6. The hallways and restrooms are not part of your rental. Please contain activities to the studios.
7. Licensee is responsible for returning the studio to a neat condition; guidelines are posted on the back of the studio door. Deposit all trash in the correct receptacles located in the main hallway. CAP 21 does not rent studio space for paid performances or open call auditions.
8. Licensee will be charged for any room or property damage incurred during their use. A damage fee, determined by management, must be paid within 48 hours of the original rental date or will automatically be charged to Licensee's credit card.
9. A security deposit may be required from Licensee. The deposit will be returned when the Facilities Manager determines that no damage has been done to the studio space, any of CAP21's property, or that of the landlord or any tenant of 18 West 18th Street. Refunds will take 5-7 days to process.
10. Collaborative Arts Project 21 assumes no responsibility for the loss, theft or damage of, or to, the Licensee's property. No property of any kind may be left at CAP21.
11. Collaborative Arts Project 21 is neither responsible nor liable for any accident, injury or damage resulting from the direct actions of the Licensee or their associates. Licensee is required to have insurance. There are two (2) insurance options available:  
(a.) A basic liability certificate of insurance with CAP21 named as "Additional Insured".  
(b.) The signature of these guidelines, preferably the head of the organization or the event coordinator, creates an acceptable "signed waiver" and is responsible for making sure that his/her associates are made aware of the "No Liability Policy" of CAP21.
12. Any materials distributed outside the facility must only include CAP21's street address and floor number. No announcement of any kind can be posted on the facility bulletin board.
13. Licensee must be present during Licensee hours. Collaborative Arts Project 21 retains the right to immediately terminate a Licensee contract and evict the Licensee and associates for direct violation of the Facility Guidelines, or the display of rude or offensive behavior. Should this occur no refund shall be issued.

Licensee Signature: \_\_\_\_\_

Date: \_\_\_\_\_