



# The Studio on Fourth

A Rental Space in Berkeley  
Events - Workshops - Meetings

a. 1510 Fourth St, #2, Berkeley, CA 94710

p. (510) 769-5122

w. [www.resonantcorewisdom.com/rental](http://www.resonantcorewisdom.com/rental) e.

[norma@resonantcorewisdom.com](mailto:norma@resonantcorewisdom.com)

## RENTAL RATES

**M - Th:** Hourly: \$25 | Per Day: \$200.00 (9 am - 5 pm)

**F - Su:** Hourly: \$30 | Per Day: \$250.00 (9 am - 5 pm)

**Sat & Sun Exclusive:** \$500.00 (full days)

## PENALTIES/ EXTRA FEES

**Lost door remote replacement:** \$200.00

**Lost key replacement:** \$ 80.00

**Building not locked properly:** \$100.00

**Lights or heaters left on:** \$80.00

**Extra Cleaning:** \$50.00

**Trash left behind:** \$20.00

## CANCELLATION/REFUNDS

The required deposit is 20% to hold the time you reserved. If for any reason you need to cancel or reschedule your event, 30 days notice is needed to refund the deposit. Within 30 days, you forfeit the deposit. Within 7 days of your start date you still pay the full amount for the time you reserved.



## RENTAL AGREEMENT

Please print all pages of this agreement, fill out, and mail to Norma Ramos-Ott at the studio address. You can also scan and email it to us. The Studio will sign and give the form back to you, for your records.

Renter: \_\_\_\_\_

Applicant (if different):  
\_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_

Email(s): \_\_\_\_\_

Event Name/Title: \_\_\_\_\_

Event Brief Description: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of people including all facilitators/support staff: \_\_\_\_\_ (upto 40)

Full Rental Fee: \$ \_\_\_\_\_ Deposit (20%): \$ \_\_\_\_\_

*Make checks payable to: Norma Ramos-Ott.*

### PAYMENT, CANCELLATION & REFUND POLICIES

20% of the full payment is the required deposit to hold the time you reserved. If for any reason you need to cancel or reschedule your event, 30 days notice is needed to refund the deposit. Within 30 days, you forfeit the deposit. Within 7 days of your start date you still pay the full amount for the time you reserved.

\_\_\_\_\_ **FOR STUDIO USE ONLY**  
\_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check # \_\_\_\_\_ OR Cash amount \$ \_\_\_\_\_

From (name of space holder): \_\_\_\_\_



Balance due on Event Date: \_\_\_\_\_

Notes:

## TERMS & CONDITIONS

- The Studio on Fourth and Norma Ramos-Ott (referred to as Rentee from now on) reserve the right to refuse rental of building to organizations and persons who are not consciously attentive to its mission, principles, or values.
- Renters must have General Liability Insurance of at least \$1,000,000 and shall provide The Rentee with this proof of Insurance prior to Renter's event.
- NO SMOKING on or around the the property at The Studio on Fourth any time.
- Cost of repairs for any damage to The Studio caused by Renter, all staff of Renter or any person attending Renter's event will be charged to the Renter.
- The Renter is responsible for set-up, break-down and removal of all their personal equipments (tables, chairs e.t.c) used at the event within the rental period.. Any personal property left shall be at Renter's risk.
- All of The Studio's equipment and furniture, if moved, need to be placed back in its original position unless prior arrangements have been agreed upon.
- Renter(s) agrees to indemnify, protect, and hold harmless The Studio on Fourth, its officers, successors, employees, affiliates, agents, and its personal representatives against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other person during the rental terms and times. **Initials** \_\_\_\_\_
- Renter(s) agrees to keep and maintain the property at The Studio on Fourth and it's good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use The Studio on Fourth property.
- Any infraction of this agreement may result in cancellation of this contract and/or denial of further use of The Studio on Fourth.

## GUIDELINES

- No outside shoes allowed past the entryway (there are cubbies for personal items and shoes in the large main room)



# RESONANT CORE WISDOM

Embodying Your Essence

- There are teas and hot water pots in the large room for your use. Travel mugs for enjoying tea, other beverages and no-spill water bottles are allowed.
- Prior permission needed to access the small treatment room or the loft.
- The Studio on 4<sup>th</sup> is not responsible for lost, stolen or damaged property.
- You may use blue tape and push pins to decorate or but no nails or glue.
- **Failure to comply with all of the above will result in penalties.**

## RESPONSIBILITIES

- Doors must be locked and key left on the hat cabinet in the entry
- All lights must be turned off and space heaters unplugged
- Skylights must be closed at the end of each day
- Take all of your trash and recycling out to the bins on the south side of the building (trash bags are in the closet)
- Clean the bathroom (trash, wipe down surfaces and check the floor)
- Reception area to be organized and vacuumed
- Large main room is to be left as you found it (vacuum and organize) take a picture when you arrive so you know how to leave the entire space

If you have any questions, please contact **Norma Ramos-Ott 510-769-5122**

### APPROVED SIGNATURES

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Date -----

*Signature (Renter)*

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*Print Name (Renter)*

-----

Date -----

*Signature (Studio Representative)*



# RESONANT CORE WISDOM

Embodying Your Essence

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*Printed Name (Studio Representative)*

**NOTES:**