

Hothouse Rental Agreement

TERMS & CONDITIONS

Waiver & release: all participating attendees, including artists, teachers, students, et.al., must complete and sign a liability waiver and photo/video release on site before using the space. Attendees under the age of 18 must have a parent/guardian complete the waiver. The waiver may be completed on paper at the front desk, or by completing the New Client Registration form on our website.

Payment & cancellations: hourly rentals and pop up classes must be paid online, in advance, to reserve the space. Custom rentals will be invoiced on the 1st week of each month, and shall be paid within 14 days of receipt. Unpaid invoices for custom rentals may result in immediate cancellation of future rentals.

Schedule changes will be accommodated when possible; Hothouse cannot guarantee changes to the reservation after it has been paid and confirmed.

Rentals can be early canceled up to 48 hours prior to start time, and the rental pass will be credited to the client's account; refunds are given by email request only.

Late cancellations (48 hours or less) or no-shows will be charged in full.

STUDIO GUIDE

Hothouse
2303 Kennedy St NE Suites 410 & 420
Minneapolis MN 55413

The Kennedy Building is a multi-use building that is home to artist studios, fitness spaces, and industrial workshops. Free parking is available on the street, in the lot on the north side of the building, or along the loading dock on the east side of the building.

Hothouse is located on the 4th floor of the Kennedy. Hothouse can be located by entering the front (south) doors and taking the stairs to the 4th floor; or, enter the loading dock (east) doors and take the stairs or the freight elevator to the 4th floor.

There is a single-stall restroom available in the common area on the 4th floor; there are restrooms labeled men's and women's on the 2nd floor (take the east stairwell). There is a water station available in the 4th floor common area.

Smoking/ vaping, tobacco, or alcohol are not permitted anywhere inside the building.

Please be courteous to other patrons and activities happening in the building. Do not use the 4th floor common area for registration, rehearsing, or any other activities. Keep

the main door to the studio closed to contain sound. The master volume on the sound system should not be adjusted for any reason.

Help keep our space clean by restoring it to the condition it was found in:

- Place any forgotten items in the lobby Lost & Found
- Do not reconfigure the sound system, technology, or move lobby furniture
- Do not use rosin, powder, tape, or any other material on the marley floor
- All food, beverages (other than water), and street shoes must remain in the lobby
- All tap shoes must have a protective topical covering, like Stageshield TapShield, to limit aluminum residue in the marley. Single-use packets of TapShield are available for purchase.
- Keep bodies and items off of the mirrors
- Dust mop the marley floor at the end of your rental
- *Effective spring 2020:* follow COVID safety guidelines
 - masks required for unvaccinated individuals, and recommended for all
 - use alcohol wipes/ disinfectant spray to sanitize surfaces
 - remain socially distant and routinely wash/sanitize hands

PROCEDURES & REQUIREMENTS

Before your very first rental, you must complete a 10-minute on site orientation.

During subsequent rentals, Hothouse staff may not be on site during your reservation in its entirety; desk staff is available upon request, for an additional fee of \$15/hr.

The studio space will be unlocked 5 minutes before your rental time; your rental begins at the scheduled time of your reservation, and concludes after the duration of time purchased. You then have 15 minutes of transition time to restore the space and load out. Depending on the studio schedule, either the next event will begin to load in during this transition time, or the studio will be locked at the end of the transition time. All clients must exit Hothouse 15 minutes after your rental concludes. Late departures will be charged for extra time in 30 minute increments.

Renters must follow the 6-step rental restore checklist (below) at the end of their rental. Failure to satisfactorily restore the space will result in a \$10 cleaning fee.

Before you exit:

1. Tidy the space, clean & return equipment, dispose of trash
2. Dust mop the dance floor
3. Turn off sound system, fan, disco ball, & specialty lights
4. Restore heat/ air conditioning to original settings
5. Close windows and lower curtains (both sheer and blackout layers)
6. Turn off studio & lobby lights, and be sure doors close behind you

Hothouse uses closed circuit security cameras to verify renter arrival and departure time.

GUIDELINES FOR RENTALS WITH CHILDREN

Hothouse is primarily a space for adults, but we are happy to welcome children ages 11 and up for select events. Please share these specific guidelines with your participants and their families, to ensure safe usage of our space. Clients who violate these terms will no longer be allowed to rent our space; we reserve the right to cancel existing reservations immediately.

The Kennedy Building:

- Please use parking as labeled; do not block alley, handicap parking, or exits.
- Any elevator use must be supervised by an adult.
- No gathering in the 4th floor common area; please use our lobby.
- Use restrooms for changing; do not change in the closet or any common area.

Hothouse lobbies:

- Hang coats, place street shoes in shoe trays; store bags in studio cubbies.
- Use hand sanitizer upon arrival; wear a mask if unvaccinated (masking recommended for all); practice social distancing when appropriate.
- Do not move furniture for any reason.
- Appoint an adult supervisor for the lobby if there is significant time dancers will not be in the studio.
- Our lobby space is limited. Parents can arrive for drop off/ pick up, otherwise please request they exit the building during rental time.
- The desk is for Hothouse staff only. Do not allow any of your participants, or their supervisors, to sit at the desk, use the desk chairs, or use any items stored on or behind the desk, including technology and/or outlets.

Studios:

- Participants must be accompanied by a dance professional at all times while inside the studio.
- Keep studio doors closed during your rental.
- No unsupervised use of equipment or sound system.
- No use of laptop/ livestream/ microphones.
- No food, gum, or beverages other than water inside the studios.
- No street shoes on the marley.
- Clean studios upon exit: tidy trash, clean and return all equipment.

Other considerations:

- If you/ your organization carry liability insurance, please share a copy of your most current certificate.
- Remember to have participant emergency contact information available.
- Renter is liable for all participants, in the event of injury or damages.

RENTAL AGREEMENT

Agreement: Hothouse agrees to provide access to the studio, lobby, and all props, including the sound system, for the dates and times listed above. Renter agrees to follow setup and closing procedures outlined by Hothouse. Renter agrees to be a courteous and tidy tenant of the studio and building while on the premises. Renter acknowledges that Hothouse is not liable for any injury or lost property incurred by attendees during the rental time. Renter agrees to be financially liable for loss, damage, or destruction to Hothouse property, including but not limited to: sound system, mirrors, floor, furniture, fixtures, and technology interface (i.e. studio laptops or tablets).

Liability waivers and photo/video release forms: All attendees must submit a liability waiver and photo/video release form. Participants under 18 must have a guardian signature. Waivers and forms may be submitted on site.

Cancellations and schedule changes: Rentals can be early canceled up to 48 hours prior to start time, and the rental pass will be credited to the client's account. Late cancellations (48 hours or less) or no-shows will be charged in full. Cancellations & schedule changes can be made on your Hothouse MINDBODY client account or by email. .

Payment Policy: Hourly rentals and pop up classes must be paid online, in advance, to reserve the space. Custom rentals will be invoiced on the 1st week of each month, and shall be paid within 14 days of receipt.

Method of Payment: Rentals can be paid for when you book online, on your MINDBODY account, or in person. We accept credit card (securely stored on your MINDBODY account), cash, or check; these may be placed in the mailbox outside of suite 410. Make checks payable to Hothouse Studios.