

VANGARD STUDIOS, INC.

Rental Agreement

CLIENT

START: DATE/TIME

WRAP: DATE/TIME

STUDIO RULES

- 1. No Smoking** inside studio, only outside in designated smoking area.
- 2. No Drugs** on premises.
- 3. No open flames** or pyrotechnics without approval.
- 4. No spray painting** indoors. All other painting **MUST** follow painting rules (proper taping, drop cloths, and minimum 2 coats of paint).
- 5. 4-foot perimeter fire lanes** around set must be kept clear at all times.
- 6. Prop weapons** brought onsite must be inspected by studio staff.
- 7. Furniture or décor moved**, must be returned to original position after.
- 8. Cleaning Checklist:** Empty Trash (put in outside dumpster), Remove Food from Fridge, Clean Coffee Machine (if used), Wipe Counters & Any Spills, Sweep Floors If Needed.

DESCRIPTION	QTY	PRICE	TOTAL
STUDIO RENTAL			
TOTAL			

All credit card deposits and payments will be charged a (4%) credit card processing fee.

CREDIT CARD DETAILS

Your card will be automatically charged today for the 50% deposit, remaining balance one day prior to shoot, as well as any time overages, cleaning fees, or damage after shoot (if possible).

Card Number: _____ Exp. Date: _____

Name on Card: _____ CVV: _____ Billing Zip: _____

Signature: _____ Date: _____

RENTAL TERMS

Here are important details from our legal terms on the following page:

1. **50% Deposit** required to reserve. Balance will be charged to card on file one day prior to start of shoot. If preferred, we can also accept cash or check, though a credit card is still required to have on file as a backup payment method.
2. **Cancellation must be made at least 14 days prior** to first day of rental for refund of deposit. If you cancel less than 7 days prior to shoot you lose the deposit and the full balance will be due. If we've already built sets or invested money at your request, we'll deduct those from the deposit refund. We reserve the right to cancel for circumstances outside of our control (but obviously we want you to film here, so it's very unlikely).
3. **Studio time is calculated from when first person enters, until last person leaves.**
In the event that you are running a bit behind, we allot a 30-minute grace period at the end of you shoot before overtime rates kick in. Overtime charges are \$200/hr studio and \$50/hr site rep and will be billed to the card listed above. Please also note that all prep and cleanup time must be completed within the designated rental time. If additional time is needed beyond what was originally booked that will be at the discretion of the studio staff and is not guaranteed as we may have other crews arriving to film after your shoot wraps.
4. **You are responsible for your own insurance** to cover damage & liability, and you will need to show us you have insurance before you can film here with Vanguard Studios listed as additionally insured. You agree to replace or reimburse for all damage within 48 hours. Also, this is a working sound stage and construction zone, so there may be loose nails, sharp edges, power tools, wet paint, etc. While we make every effort to ensure a safe environment, use of the studio is at your own risk and liability.
5. **You are responsible for any permits**, if needed. The City of Los Angeles requires permits for most film shoots. Depending on the size of your crew, or any special safety concerns, they may require an on-site police or fire officer at an additional fee. You are responsible for determining if your shoot requires a permit and obtaining it before your shoot. We are not liable for any expenses incurred, or refunding studio rental fees, if your production is halted by a police or fire dept official.
6. An additional **\$200 cleaning fee** applies to all bookings but is waived for crews that wish to do their own cleanup after shooting. All we ask is that you follow the cleaning checklist and leave the studio in the same condition you found it, so it's ready for the next crew.
7. Although not required, a credit for Vanguard Studios in the closing titles and/or any studio staff that directly worked on your project would be appreciated.
8. Any material or equipment left unattended overnight is the responsibility of the client and Vanguard Studios shall not be responsible or liable.
9. If for some reason, there's a dispute that we can't resolve, let's agree not to sue each other into oblivion, and cap any legal damages at the total value of this contract, plus any property damage, and reasonable attorney costs of the prevailing party. But we are going to make movie magic together, and have fun doing it, so let's just assume we don't even need to go there!

CLIENT ACCEPTANCE: _____
Signature

_____ Date

VANGARD STUDIOS, INC.

Rental Agreement

TERMS & CONDITIONS

Authorization

The above-named client is engaging Vanguard Studios, INC, as an independent contractor for the specific purpose of sound stage rental for film production and/or photography. Hereafter, the client will be known as the "Client" and Vanguard will be known as the "Studio."

Payment Terms

A minimum deposit of one half (50%) of the total amount is required to reserve the studio. Final balance is due 24 hours prior to first day of rental period. Any additional costs, such as overtime, cleaning fees, or damages, will be charged immediately to the credit card on file. If there are insufficient funds to cover costs, Client agrees to pay remaining balance within 24 hours.

Cancellation

The Client must provide written notice of cancellation at least 14 days prior to the start of this agreement to receive a full refund of deposit. Any cancellations after that will result in forfeiture of deposit. If cancelled 7 days or less prior to first day of rental, then the full amount will be due. In the event that Studio has already invested time and expense in the shoot at Client's request, that amount may be deducted from the amount refunded. Studio reserves the right to cancel the agreement at any time for any reason, if necessary, and will issue client a full refund for all money received.

Insurance Requirements / Damage

Client agrees that they have obtained general liability insurance with a single occurrence limit of \$1,000,000 and listed "Vanguard Studios INC" as an additional insured. In the event of loss or damage to Studio premises or equipment, Client shall be provided an estimate for repair or replacement, and shall make payment in full within 48 hours, either directly or through their insurance provider.

Film Permits

Client agrees to obtain a film permit from the City of Los Angeles, if required. The City of Los Angeles requires permits for most film shoots (\$150/day, \$350/week, free for students & non-profits), even if filming exclusively inside our studio. You are responsible for determining if your shoot requires a permit and obtaining it before your shoot. We are not liable for any expenses incurred, or refunding studio rental fees, if your production is halted by a police or fire dept official.

Modifications to Studio

Client agrees to not make any structural changes or paint any sets without prior approval. Painting must follow guidelines provided by Studio and must be done to professional standards. Any modifications to sets must be non-permanent and returned to original condition prior to wrap. All furniture and decor moved, must be returned to original position. Any new holes in walls from hanging artwork must be spackled, sanded, and painted prior to wrap.

Cleaning

Client agrees to follow the Cleaning Checklist provided by Studio, and ensure studio is returned to same condition it was in prior to arrival. An additional \$200 cleaning fee will be charged if cleaning checklist is not followed and signed off on by Studio staff after shoot.

Laws Affecting Film & Video Production

The Client agrees that it is responsible for complying with the laws, taxes, and permit requirements related to film or video production, and will hold harmless, protect, and defend the Studio and its subcontractors from any claim, suit, penalty, tax, or tariff arising from the client's use of Studio. Client also understands that Studio cannot provide legal advice.

Limited Liability & Indemnification

Client agrees that any material created by, or at the Studio will not contain any content that is illegal or is generally considered to be in poor taste. Client hereby agrees to defend, indemnify and hold harmless the Studio from any claim resulting from the Client's publication of content or use of that content.

Client also agrees to defend, indemnify and hold harmless the Studio against Liabilities arising out of any injury to person or property during, or caused by the Client's shoot. This includes infringing on the proprietary rights of a third party, copyright infringement, and delivering any defective product or misinformation which is detrimental to another person, organization, or business. Also, this is a working sound stage and construction zone, so there may be loose nails, sharp edges, power tools, wet paint, etc. While we make every effort to ensure a safe environment, **use of the studio is at your own risk and liability.**

Location Release

Upon payment in full, the Studio grants the Client, its assigns, agents, licensees, affiliates, clients, principals, and representatives the absolute right and permission to copyright, use, exhibit, display, print, reproduce, televise, broadcast and distribute, for any lawful purpose, in whole or in part, through any means without limitation, any scenes containing the above listed premises, all without inspection or further consent or approval by the undersigned of the finished product or of the use to which it may be applied.

Credit

Although not required, a credit in the closing titles and/or IMDB is certainly appreciated. If you choose to do so, please credit us as "Vanguard Studios".

Dispute Limits

Studio and Client agree to limit any dispute or claim to the total value of this agreement, plus any property damage and reasonable attorney costs of the prevailing party. Studio is not liable for any costs incurred by Client due to studio availability or cancellation of shoot, or malfunction of studio location or provided equipment.

Arbitration

Any disputes in excess of \$5,000 (or the current maximum limit for Los Angeles County small claims court) arising out of this Agreement shall be submitted to binding arbitration before a single arbitrator familiar with entertainment law pursuant to the rules of the American Arbitration Association. The Arbitrator's award shall be final, and judgment may be entered in any court having jurisdiction thereof. The Client shall pay all arbitration and court costs, reasonable attorney's fees and legal interest on any award or judgment in favor of the Studio.

Entire Understanding

This contract and the Appendices attached thereto constitute the sole agreement between the Studio and the Client regarding this project. It is the spirit of this agreement that this will be a mutually beneficial arrangement for the Client and the Studio. Both parties warrant that they have read and understand the terms set forth in this agreement. This agreement shall be governed and construed in accordance with the laws of the State of California. Client, or authorized representative of the Client certifies that he or she is at least 18 years of age and legally capable of entering a contract in the State of California.

Signed: _____

Name: _____

Date: _____

VANGARD STUDIOS, INC.

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STUDIO INFORMATION

Parking

There is plenty of free parking on the street in front of the studio, As well as the select amount of parking spaces in the rear of the building. The total amount of spaces your team can use is listed to the right under "What's included". Trucks may be unloaded in front of the roll up gate door in the rear, and then moved.

Power

There are multiple outlets and circuits around the studio in addition to our studio grid. Please be sure you are connecting lights and equipment to the proper outlet connections to avoid damage, injury, or even death. Interfacing with high-voltage electrical connections should only be done by qualified crew.

Grip & Lighting Gear (TBD)

Please see your studio manager for more details.

Painting / Hanging Artwork

For artwork, we prefer you use temporary mounting solutions, but if you do need to drill or hammer into the walls, we just ask you to keep the hole as small as possible and patch it afterward.

Tools

We have multiple tools available for use. Do ensure all tools are put back after shoot.

Soundproofing

While we've made a strong effort to reduce outside sound interference, please note that our studio is NOT fully soundproof.

WHAT'S INCLUDED

STUDIO NORTH

5,000 sq. ft. Space including:

10 ft. Garage Loading Door
Lighting Grid (Coming Soon)
Free Wi-Fi
All Utilities and Workstations (1 Bathroom)
10 Gated Parking Spaces
Crafty/Kitchenette Area

STUDIO SOUTH

1,000 sq. ft. Space including:

Hair & Makeup Room
Wardrobe Room
Green Room (Coming Soon)
Conference Room
VIP Office
Production Office
Lobby
Free Wi-Fi
All Utilities and Workstations (2 bathrooms)
Free Parking Spaces in the front.

STUDIO LOFT

1,000 sq. ft. Space including:

Talent Green Rooms (Coming Soon)
Lounge Area
Extra Storage

ADDITIONAL "A LA CARTE"

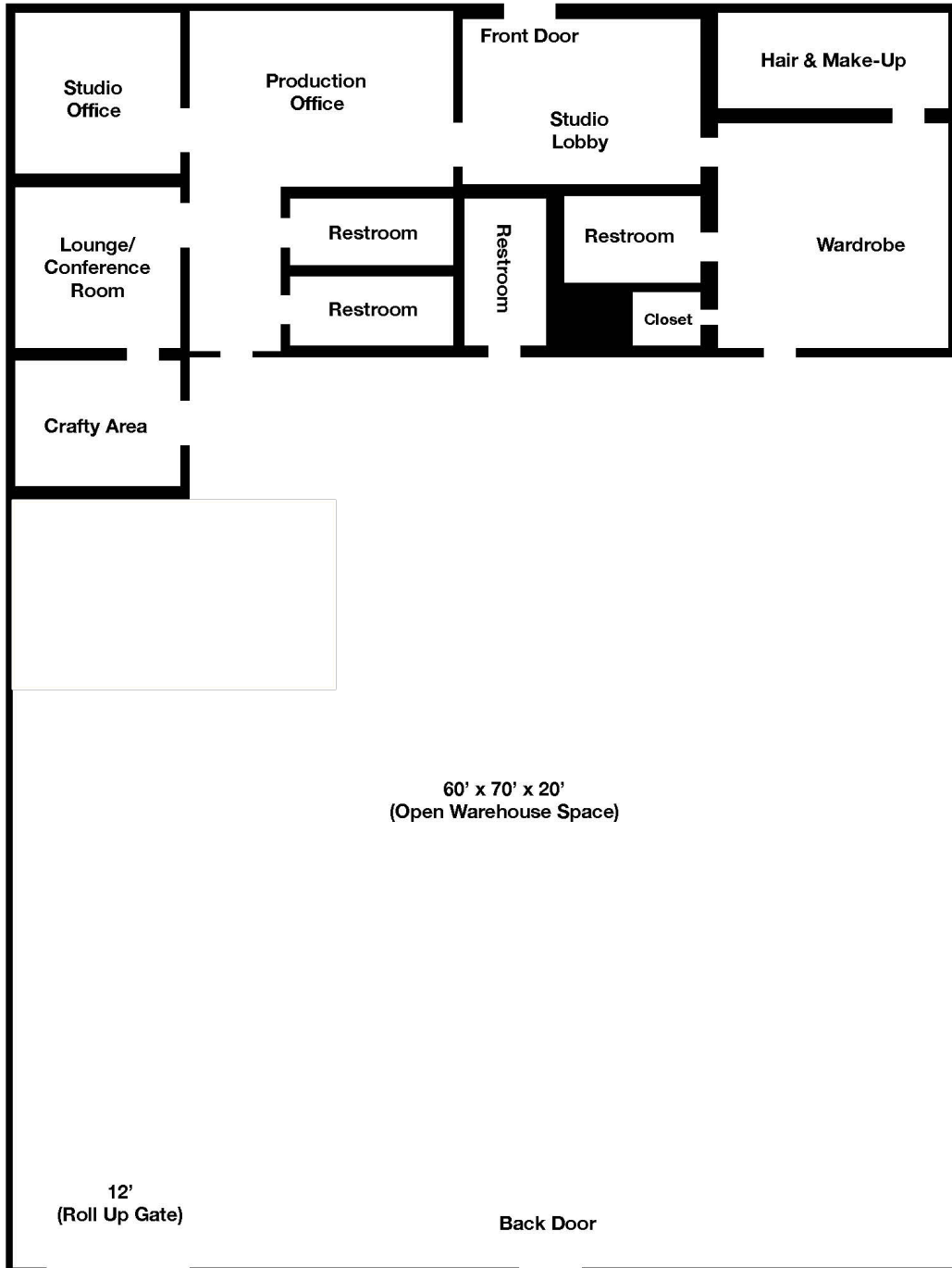
OPTIONS

Cyclorama Stage
Additional Restrooms

LOCAL RESOURCES

Food	Grocery Stores	Hardware Stores	General Supplies	Art Supplies
Starbucks 12520 Sherman Way North Hollywood, CA 91605 (818) 392-7641	Ralphs 7221 Woodman Ave Van Nuys, CA 91405 (818) 785-3126	Home Depot 16800 Roscoe Blvd Van Nuys, CA 91406 (818) 780-5448	Target 14920 Raymer St Van Nuys, CA 91405 (818) 922-1001	Michaels 11239 Ventura Blvd Studio City, CA 91604 (818) 761-1005
McDonalds 12616 Sherman Way North Hollywood, CA 91605 (818) 982-4304	Smart and Final 7815 Van Nuys Blvd Van Nuys, CA 91402 (818) 780-7222	Home Depot 7870 Van Nuys Blvd Los Angeles, CA 91402 (818) 373-0046	Walmart 8333 Van Nuys Blvd Panorama City, CA 91402 (818) 830-0350	Party City 7882 Van Nuys Blvd Van Nuys, CA 91402 (818) 781-2801

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