



PRODUCTION OFFICE CONTRACT

This Contract, between Line 204 Studios and Production Company (named herein and hereinafter referred to as Renter) is for the use and rental of Line 204 Production Offices.

1043 N. Seward 800 N. Seward (check one) for the time period specified herein. Rental rates for any Production Office operated by Line 204 Studios are based on a day starting not before 7:00am and ending not after 8:00pm Pacific Standard Time. Opening and or use of Production Office before 7:00am or after 8:00pm will result in after hour charges for those hours or fractions thereof, Renter agrees that after hours charges will occur for those hours or fractions thereof. **The Production Offices close at 10:00pm Monday thru Friday every night unless authorized by Line 204 management.**

Renter will agree to abide by the terms of payment and regulations for use of the Production Office, its equipment and facilities as set forth in this contract. An Authorized Representative of the Renter is required to sign all four pages of this Contract acknowledging acceptance of all terms and regulations set forth herein. The original signed Contract must be returned along with deposit (if required) before Production Office will be considered rented. Upon completion of this contract and payment of the Deposit (if required) Production Office will be booked for rental use.

A nonrefundable deposit may be required by New Accounts (or other reasons) and would be due upon booking.

Renter acknowledges cancellation policy. All cancellations must be made with stage representative at Line 204 one week prior to start date that is stated on contract. Cancellations made one week prior to start date will not pay any deposit (if any was required). Cancellations made inside one week prior to start date that is stated on contract will only pay nonrefundable deposit (if any was required). In the event that Line 204 rents Production Office for said dates then Cancellation fees may be waived.

Make all checks payable to Line 204. Renter acknowledges and agrees that the days and dates of Production Office are firm and that any change or cancellation shall in no way relieve Renter of the obligation for payments made or due as hereinbefore set forth. Renter also agrees that all Deposits are nonrefundable and Line 204 Studios shall have no obligation to provide Production Office use for any alternate days as a substitute for days which are herein specified.

Renter acknowledges that all Deposits (if required) are nonrefundable.

Any deposit amount paid will be deducted from the final bill which shall include but not be limited to: Internet, Phone Charges, Copies, Conference Rooms, Fittings and or any damages or other charges that may occur. Line 204 Studios does not guarantee Production Office availability should extra days become necessary to complete this job.

Company: _____	Representative: _____
Company Phone: _____	Company Fax: _____
Job Name & #: _____	Purchase Order: _____
Start Date: _____	End Date: _____
Signature: _____	Date: _____

By signing this Contract I, the Authorized Representative for the Production Company named herein, acknowledge that I have read all 4 pages of this Contract and agree to comply with and bind Production Company to same.

Representative must sign all pages.

Line 204 Studios is a Non-Smoking facility.



Production Office Regulations

Renter agrees to abide by the terms of payment and regulations for use of the Production Office, its equipment and facilities as set forth in this Contract. In the event litigation is required to enforce the terms of this Contract, Renter agrees to pay any and all attorney, court or other fees where Line 204 Studios is required to employ legal counsel.

Renter must provide proof of liability insurance naming Line 204 Studios as ADDITIONALLY INSURED FOR ONE MILLION DOLLARS AND LOSS PAYEE FOR \$100,000.00 before Production Office booking will be considered firm. Renter shall also secure and maintain Workmen's Compensation Insurance covering all personnel in Renter's employ or supplied by others. The insurance coverage shall commence when the rental term begins and shall remain in full force and effect until the rental term ends and Renter completely vacates the premises. Line 204 Studios has no liability or responsibility for the damage or injury to any person or property, including without limitation filmed sequences and any and all costs incurred in the production of such sequences arising directly or indirectly from or attributable to the renting or use of any equipment or space owned and or operated by Line 204 Studios. In addition to filmed sequences, equipment and property includes but is not limited to computers, cellular phones, video and audio recording and playback equipment, TV's and monitors kits, tools, wardrobe, props, set dressings and product. Renter agrees that all equipment and property brought to and or stored at Line 204 Studios is the sole responsibility of the owner and or Renter who shall hold Line 204 Studios harmless in the event of any damage to or loss thereof. Renter also agrees to indemnify and hold Line 204 Studios harmless from any and all claims, demands, causes of action, suits, proceedings, costs, expenses, damages and liabilities including any or all attorney fees arising directly or indirectly out of, connected with, or resulting from the renting or use of any equipment or space owned and or operated by Line 204 Studios.

No pictures, office chairs, furniture, plants, phones, etc. may be removed or used as production props from the lobby or offices without consent of Line 204 Representative. Use of Line 204 Studios exteriors or off-Stage interiors as location sets are by quotation. Rates and terms of payments must be negotiated with Line 204 Studios prior to any such use.

Any damage, abuse or theft of property belonging to Line 204 Studios will be charged to Renter. Kitchen and Lounge areas are free to use but must be cleaned and dishes washed by Renter and Not Line 204. **Aforementioned areas must be left thoroughly clean at the end of each day or Renter may expect to be charged an additional cleaning fee of at least \$50.00/day.**

Renter shall not, without Line 204 Studios prior written consent, make any alterations to Production Office. As a condition to grant consent, Line 204 Studios may require Renter to remove such alterations and restore premises to prior condition.

Signature: _____ Date: _____

By signing this Contract I, the Authorized Representative for the Production Company named herein, acknowledge that I have read all 4 pages of this Contract and agree to comply with and bind Production Company to same.

Representative must sign all pages.

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Regulations Continued

While renting, Renter shall, at Renter's sole cost and expense, fully, diligently and in a timely manner, comply with and abide by all laws, rules, regulations, ordinances, directives, covenants, easements, and restrictions of record, permits, and the requirements of any applicable fire insurance underwriter, general insurance underwriter or rating bureau, Line 204 Studios, the property owners, City of Los Angeles and State of California regarding fire prevention, use and removal of hazardous wastes, use of electricity and parking of vehicles holding Line 204 Studios harmless in any violations thereof. Line 204 Studios will also not assume responsibility for any damage or delay caused by failure of any utility including but not limited to electric power, gas, water and or telephone whether service interruption occurs on public or private property; acts of God and or Nature; riot or civil disobedience; or any other factor not directly related to Line 204 Studios, its equipment and facilities. Line 204 Studios will not be held responsible for any vehicle or its contents whether in use or parked on public or private property.

Line 204 Studios, its officers and employees shall have full access to all areas owned and or operated by Line 204 Studios at all times. Line 204 Studios reserves the right to deny access to any or all areas owned and or operated by Line 204 Studios, to any party for any reason.

Renter agrees that the rental agreement represented by the Contract in no way entitles the Renter to any interest in real property nor does the Renter by signing this Contract have the right to act for or on behalf of Line 204 Studios in any agreement, contract, sub-rent, purchase or anything which shall be binding on Line 204 Studios. Renter shall hold Line 204 Studios, its officers, directors, agents and or their heirs or assigns, forever harmless by reason of any acts of Renter which are not expressly permitted or which are forbidden by this Contract.

Renter, if a corporation, represents that he or she has authority to enter into this Contract, bind said corporation to same, and has vested in the Authorized Representative (if other than Renter) the authority to bind said corporation to same by signing this Contract on behalf of Renter. This Contract contains the entire agreement of the parties and may only be modified in writing, not orally, between the parties hereto. It is further agreed that all invoices shall bear interest after due date of no less than 1.5% per month (18% APR) Amount is nonrefundable. Deposit will be credited against the final bill.

Signature: _____ **Date:** _____

By signing this Contract I, the Authorized Representative for the Production Company named herein, acknowledge that I have read all 4 pages of this Contract and agree to comply with and bind Production Company to same.

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PRODUCTION OFFICE RATE SHEET

▪ Bullpens (per week)	\$750.00
▪ Bullpens (pro-rated per day)	\$150.00
▪ Private Offices (per day)	\$80.00
▪ Conference Rooms (per day)	\$200.00
▪ Conference Rooms (per hour)	\$35.00
▪ Fiber Optics Internet (per week)	\$75.00
▪ Phones Billed per Usage	Billed Per
▪ Phone Set Up with Voicemail (per line)	\$15.00
▪ Copy Room	B/W Copies: \$0.09
	Color Copies: \$0.60
▪ Fax Machine (per week)	\$35.00
▪ Casting Room	Call for Pricing
▪ After Hours	\$50.00
▪ Offsite Parking - per space	\$10.00
▪ Wardrobe Fitting and Lounge Area	\$400.00
▪ Cleaning Fee if needed (dishes etc....)	\$50.00

****Use *Line 204* for everything and get Big Discounts across the Board!!****

Regular Office Hours: Monday thru Friday 7am to 8pm (8pm to 10pm After Hour Charges apply....Close at 10pm unless authorized by management). Closed on weekends unless prior arrangements have been made (additional charges will apply).

- Parking inside gates must be authorized by Line 204 Representative.
- If offsite parking is needed please see Line 204 Representative.
- Please put Conference or Fittings on hold with Line 204 Representative.
- Office must be left in its original condition.
- Rental agreement is not binding until contract is signed.
- **Production Office will NOT be booked until contracts & deposits (if any) are received.**

Signature: _____ Date: _____

By signing this Contract I, the Authorized Representative for the Production Company named herein, acknowledge that I have read all 4 pages of this Contract and agree to comply with and bind Production Company to same.

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