



**BookHouse Studio Space Rental Agreement and  
Contract  
Private Rental**

**Event Date** \_\_\_\_\_ **Set-Up Time** \_\_\_\_\_ **Start Time** \_\_\_\_\_ **Est. End Time** \_\_\_\_\_

**Event name/type:** \_\_\_\_\_ **# of**  
**Guests** \_\_\_\_\_

**Client/ Business:** \_\_\_\_\_

**Address:**

\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email Address:**

\_\_\_\_\_

- A signed contract and date-hold deposit in the amount of \$ \_\_\_ 50 \_\_\_\_\_ must be received to reserve your date(s) and time(s). Deposit can be paid cash, check or with credit card through Bookhouse's website.
- The balance of your space rental fee is due the day of your event.

Remaining Payment should be made to Living Yoga, LLC.

No refunds of the space rental fees will be paid 7 days prior to an event, as your agreement to rent BookHouse Studio on this date may cause the loss of additional bookings or business.

**Fees/Times:**

**Studio Rental Rates**

- Weekdays (Monday-Thursday between the hours of (9:00 A.M. and 9:00 P.M.)
  - \$25 an hour (minimum 3 hours) OR

- \$150 up to 8 hours
- Weekends (Friday-Sunday between the hours of 9:00 A.M. and 9:00 P.M.)
  - \$30 an hour (minimum 3 hours) OR
  - \$200 up to 8 hours

**Non-Refundable Deposit:** A deposit of \$50 of the total fees is due upon booking. **Dates cannot be held without a completed contract and deposit.**

Our pricing is all inclusive. Rates include use of the studio room, full bathroom, kitchen, tables, chairs, dishes, flatware and audio/visual equipment.

**Payments:**

1. Initial deposit can be made in person along with Rental Agreement at BookHouse Studio, 1412 ½ Delaware Ave. Fort Wayne, IN 46845. Check made payable to Living Yoga, LLC OR can be made through Bookhouse’s website using credit card.
2. Balance of payment, due day of the event, can also be made at BookHouse Studio.

**Date Transfer:** To cancel a reservation, renter must contact Kylee Hays, Owner/Operator of Living Yoga, LLC.

1. Nonrefundable deposits will not be refunded.
2. If transfer of date is requested, a new \$50 date-hold-deposit will be required.

**Facility Amenities Included in Rental Price:**

Our pricing is inclusive. Rates include use of the main studio room, full bathroom kitchen (toilet paper and paper towels), 24 teal metal folding tables, 4 tables- 8 by 30, heavy white banquet tables, 1 large garbage can including 2 garbage bags, 1 medium recycling can and audio/visual equipment.

**Capacity:**

Renter understands that the maximum capacity of BookHouse Studio is 25 people and will not exceed this limit.

**Kitchen/Food/Catering:**

Hire your own caterer or bring in your own food. Access to our kitchen is included with every rental. There is a fridge, microwave, and ovens.

We have tableware (white dishes, silverware, serving utensils, glasses) available.

**Cleaning, Trash and Equipment Removal:**

BookHouse Studio will be in a clean condition prior to the event. Within one (1) hour following the event, the Renter is required to remove all equipment and return the space to the same condition in which it was found. There is no open flame or frying allowed on site or any cooking that will create some, as our facility is not ventilated. All trash, including sorted recyclables

must be collected, properly bagged and removed by the Renter and/ or the Caterer. If Renter is using dishes and flatware from Bookhouse please rinse and load into the dishwasher.

**Noise:**

Renter acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event such that it does not disturb neighboring occupants. In the event that the event creates a disturbance due to high noise volume, Renter shall immediately reduce the volume. If repeated disturbances are created, at Living Yoga’s discretion, the Renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded.

**Note: Amplified sound is NOT permitted.**

**Parking:**

Renter acknowledges that parking for the studio is street parking only. During school hours parking is restricted to the South Side of Delaware Ave, directly in front of the Studio as the North side of the street is used for the school’s buses and loading/ unloading of students.

**Liability:**

Renter agrees to indemnify, defend, and hold Living Yoga LLC, Bookhouse Studio, building owners, officers and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises. In the event Living Yoga, LLC, building owners, officers and/ or agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay Living Yoga, LLC, building owners, officers and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Living Yoga, LLC, including all collection expenses and interest due.

**Acknowledged, Agreed and Authorized by Primary Contact/Renter:**

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

**Acknowledged, Agreed and Authorized by Living Yoga, LLC:**

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

**Date Hold Deposit (Non-Refundable): Amount \$\_\_\_\_\_ \$50\_\_\_\_\_ Date Due: \_\_\_\_\_**

**Remaining Space Rental Fee: Amount: \$\_\_\_\_\_ Date Due: \_\_\_\_\_**

