

Wellspring Studio 19 at the Epic Center Rental Rates and Policy

Be a part of Kalamazoo's exciting arts and cultural center by holding your class, workshop, or rehearsal at Wellspring Studio 19, located in the beautiful Epic Center in downtown Kalamazoo.

The 1,500 square foot studio is perfect for teaching dance, yoga, Pilates, or for use as a rehearsal space. It has a marley floor, mirrors along the wall, and a stereo system with remote control. Wellspring Studio 19 is available at affordable hourly rates.

Wellspring Studio 19 offers:

- ☞ Mirrored wall making it perfect for classes or for use as a rehearsal studio
- ☞ Wood floor with marley covering
- ☞ Easy to use stereo system with remote control
- ☞ Handicap accessible
- ☞ Free 90 minute street parking
- ☞ Attached covered parking garage
- ☞ Convenient downtown Kalamazoo location



Wellspring Studio 19 is the rehearsal studio for southwest Michigan's only professional modern dance company, Wellspring/Cori Terry & Dancers. Wellspring offers a variety of programming, including modern dance performances, classes, and workshops. Rental of Wellspring Studio 19 is available dependent on Wellspring's dance concert, workshop, and class schedule. All studio scheduling is done on a "first come, first served" basis.

A rental agreement and certificate of liability insurance are required for all rentals.

Please review the rental policy guidelines. To book your event or for more information, contact Amanda Cooke, Operations Assistant, at 269/342-4354 or amanda@wellspringdance.org.

Wellspring Theater at the Epic Center

359 S. Kalamazoo Mall, Suite 204

Kalamazoo, Michigan, 49007

Phone: 269/342-4354

Fax: 269/342-4245

www.wellspringdance.org

Rental Fees

Hourly Rental Fee: \$25/hour

- ☞ 1 hour block per day minimum
- ☞ Fee based on a regular usage of at least one time per week
- ☞ 6 hour minimum commitment
- ☞ 6 hour rental payment must be received *in advance*
- ☞ All rentals shall be confirmed by signed contract at least one month prior to the event.
- ☞ In the event of cancellation or schedule change, Wellspring shall retain any amount of the pre-payment necessary to cover costs incurred by the cancelled rental.

Restrictions

- ☞ A no smoking policy applies to all users at all times.
- ☞ Food or beverage is allowed in Wellspring Studio 19 only by special arrangement with Wellspring staff. Alcoholic beverages shall not be served in Wellspring Studio 19.
- ☞ All lessees shall be responsible for basic cleaning of the Wellspring facility upon completion of their use. It is anticipated that this cleaning will take place within the time period of the paid rental. Should it be necessary for Wellspring to provide janitorial services, the lessee will be charged for such services in the final billing.
- ☞ The special flooring surface, designed for dance performance, may not be scratched, painted, permanently marked, cut, or punctured in any manner. Scenic units and/or equipment may not be attached to the floor and no materials may be used which might damage its surface. PVC or cloth tape must be used for "spiking"; masking or duct tape may not be applied to the floor.
- ☞ Nothing may be attached to door surfaces (inside or outside) and/or wall surfaces of Wellspring Studio 19 or the Epic Center. We recommend the use of free standing signs or easels.
- ☞ Lessee or its agents may distribute or sell printed materials or other articles, but all items offered for sale must receive the prior approval of the Wellspring staff.
- ☞ The Lessee shall not admit to the studio a larger number of persons than can safely and freely move about.
- ☞ Rentals are for the time period scheduled only; no enduring on-site storage shall be available.
- ☞ Wellspring management reserves the right to determine the appropriateness of the events that take place within this studio space. This determination can be the basis for rental approval, or be cause for the cancellation of a scheduled event. Wellspring reserves the right to cancel for any reason.
- ☞ The management reserves the right to remove or ask for the removal of any objectionable person or persons. Wellspring Studio 19 or its staff shall not be liable to the lessee for any damage that may be incurred by the Lessee through the exercising of such right.
- ☞ The Lessee shall pay on demand for any loss or damage due to rental activities to Wellspring Studio 19, studio equipment, or equipment belonging to professional talent brought in by the Lessee.

Program Advertising

All materials advertising the program shall list the studio as: ***Wellspring Studio 19 at the Epic Center***. Name does not imply Wellspring or the Epic Center is supporting the event.

Ticket Sales

There generally is no objection to charging an admission fee for an event, but such intentions must be declared in advance to Wellspring staff. The Lessee is then responsible for all aspects of tickets sales, ticket collection, and/or ushering. The intended procedure must have approval of Wellspring. Arrangements for use of and access to the Community Box Office is the responsibility of the Lessee.

Liability Insurance (\$1,000,000 minimum)

Lessee must provide proof of insurance to Wellspring three weeks prior to rental date. Failure to provide proof of insurance will result in cancellation of the rental contract and loss of security deposit. Wellspring does not provide insurance.

I have read and understand the rental policies of Wellspring Studio 19.

Lessee's Signature

Date