



NEW YORK CHINESE CULTURAL CENTER STUDIO RENTAL

HOURS OF OPERATION

The New York Chinese Cultural Center (NYCCC) is open Monday-Friday, 10am-6pm. Rental hours are Monday-Friday 10am-6pm. Prime time (6pm-10pm) rental hours are available ONLY for long-term rentals – monthly basis for ongoing rehearsals or classes. Weekend rental is based on availability after NYCCC's School of the Arts classes and programs and must be on a long term basis.

STUDIO ACCESS

NYCCC has three studios at 390 Broadway on the 2nd floor, between Walker and White Streets, a block and a half south of Canal Street.

- All first time renters must check in at the administrative office to complete paperwork and payment prior to studio use.
- Set-up, breakdown, and clean up are included in the reserved time as rentals are booked back-to-back. Studios must be vacated on time.
- For long-term rentals, a \$25 studio key deposit and mandatory key training is required for space rental after 6pm. A studio key deposit must be received and mandatory key training must be completed prior to the first day of rental. Renters must return the complete set of studio keys at the end of the rental term. Studio key deposit will be refunded in exchange for studio keys. Replacement or loss of any keys will be deducted from the deposit. One-time renters will NOT receive studio keys.
- All renters and/or individuals under the primary renter are responsible for answering the intercom to let participating individuals into the building.
- All renters and/or individuals under the primary renter must use elevator to enter and exit studios on the 2nd floor. The stairway is to be only used for emergencies or if the elevator is out of order.
- All renters and/or individuals under the primary renter are *not permitted* to switch studios from the original studio booked without permission from NYCCC management. If a renter switches studios for any reason without permission, he/she will be charged the higher studio rate or double the lower studio rate with or without notice.
- The piano is only available in Studio C (Large Studio). If piano use is desired, it must be requested at the time of booking as Studio C must be booked.

RESERVATIONS

General Reservations

- Reservations and bookings are on a first-come, first-served basis.
- Studios are available for rental on an hourly basis.
- Renters are encouraged to reserve studio time as far in advance as possible.
- Summer rental availability is subject to the School of the Arts Summer Camp program.
- All bookings are considered firm after confirmation.
- Rentals are subject to availability and studio schedules are subject to change without notice due to daily requests, bookings, and cancellations.

Long-Term Rentals

- Renters who wish to reserve space on a monthly basis for ongoing classes and rehearsals, reservations must be made prior to the third week of each month for the following rental month period. Monthly rental invoices are distributed during the last week of each month.
- A minimum of five business days advance reservation is required for rentals after 6pm for studio key production and mandatory key training. Mandatory key training must be scheduled in advance during NYCCC's office hours (10am-6pm). *Only* long-term rentals will be provided with studio keys.
- Renters must notify NYCCC of any changes or cancellations to their regularly scheduled studio time as far in advance as possible. Changes to schedule may affect adjustments on invoices.
- If applicable, renting organizations should provide proof of insurance.



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- All bookings are considered firm after confirmation.

Film/Video/Photo Shoots & Auditions (*handled case by case based on activity and needs of renter*)

- Film, video, and/or photos rental rates will apply based on the studio(s) booked.
- A \$150 deposit is required for all film, video, and/or photo shoots for facility maintenance due to, but not limited to, disruption in daily business operations and usage of facility's resources. NYCCC reserves the right to acquire additional compensation from renter(s) if damages to the studio and/or studio equipment occur as a result of conduct during the rental period.
- Auditions that are not conducted "by appointment" will be required to reserve an additional studio to serve as a holding area for audition participants.
- All bookings are considered firm after confirmation.

PAYMENT

Payment is due prior to or on the first day of rental before studio use. Long-term rentals will receive an invoice for the following month's rent during the last week of the current month of the rental period. Long-term rental payment is due during the first week of the rental month.

Full payment may be made in cash, check/money order, or credit cards. Check/money order are made payable to New York Chinese Cultural Center, Inc. or NYCCC. Returned checks are subject to \$25 service charge. American Express, MasterCard, and Visa are accepted.

LATE PAYMENT

A late payment fee of 15% of the total studio rental amount due will apply to unpaid open balances of more than 30 days past due. Any renter with an overdue balance will not be permitted to rent NYCCC's studios until the open balance is paid in full, including late payment.

CANCELLATIONS

All cancellations must be reported within 48 hours. There are no refunds or credits to any cancellations made less than the 48 hour cancellation period.

FACILITY & STUDIO FEATURES

Facility

- Main office (Monday-Friday, 10am-6pm)
- Restrooms
- Waiting area
- 2 Dressing rooms – 1 female, 1 male

Studios

- Pillar free
- Mirrors
- Wood floors
- Portable barres
- CD & cassette players
- Piano (Studio C – Large Studio)

No storage available for any equipment.



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RULES & REGULATIONS

- Primary renter is responsible for communicating rules and regulations to his/her participating group members. If renter or a participating member of the primary renter's group should violate any terms set by NYCCC, NYCCC has the right to terminate rental immediately.
- No rosin or street shoes allowed in the studios.
- Do not lean or touch mirrors.
- Any music played must be contained within the studio in consideration of and not to disturb other renters and neighboring businesses and residents.
- Turn off all studio, dressing room, and bathroom lights, audio equipment, and any other appliances (AC, fans) before leaving the studio or when not in use.
- Exercise prudent effort to prevent damage to studio floors.
- Smoking, food, and drinks – except water – are prohibited in the studios.
- Renter must remove own trash and discard in the public receptacles outside the building.
- Upon leaving the premise, ensure that stairway doors are locked and windows are closed. Exit premise via elevator only.
- Do not leave personal belongings behind. Renter, its employees or agents and persons participating in renter's activities will hold NYCCC, its employees or agents, harmless of any and all injuries, theft or damages to personal properties as a result of failure to abide by NYCCC's rules and regulations.

STUDIO RATES

STUDIO	DAYTIME REHEARSAL	CLASS & *PRIME TIME REHEARSAL RATES	FILM/VIDEO/PHOTO SHOOTS	PIANO
STUDIO B (Small Studio) 30' x 14' x 14'	\$13 per hour	\$25 per hour	\$40 per hour	N/A
STUDIO D (Back Studio) 36' x 16' x 14'	\$16 per hour	\$28 per hour	\$45 per hour	N/A
STUDIO C (Large Studio) 50' x 24' x 14'	\$20 per hour	\$32 per hour	\$50 per hour	\$40

*Prime time hours: 6pm-10pm



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STUDIO RENTAL ACKNOWLEDGEMENT & AGREEMENT

NAME: _____

ORGANIZATION (if applicable): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ (HOME/CELL) EMAIL: _____

I have read and acknowledge all the terms and conditions set by the New York Chinese Cultural Center regarding Studio Rental and understand that failure to abide by such terms and conditions may result in studio rental termination.

PRINT

SIGNATURE

DATE