

# STUDIO RENTAL & GUEST POLICY

*Please read carefully before booking.*

**Completing a reservation constitutes your agreement to all terms below.**

---

## 1. Booking Policy

---

All studio reservations must be confirmed with a signed agreement and full payment. Reservations are not guaranteed until both requirements are met.

- Rental time includes setup, breakdown, and cleanup — plan accordingly.
- Overtime is billed in 30-minute or hourly increments at the prevailing rate.
- Studio time begins and ends at your scheduled booking time, regardless of whether setup is complete.

*Tip: When making your reservation, add buffer time for setup and breakdown to avoid overtime charges.*

## 2. Cancellation & Rescheduling Policy

---

### Studio Rentals

- More than 14 days before booking: Full credit toward a future booking.
- 7–13 days before booking: 50% credit toward a future booking.
- Less than 7 days before booking: No refund or credit issued.

### Workshops & Events

- Tickets are non-refundable but may be transferred to another attendee.
- If DMS cancels an event, a full refund will be issued to all ticket holders.

## 3. No-Show Policy

---

Guests who do not arrive for their scheduled booking without prior notice will forfeit the full booking fee. No-shows are non-refundable and non-creditable.

## 4. Damage Policy

---

Guests are fully responsible for any damage to the studio, equipment, or property caused by themselves, their vendors, or their attendees during the rental period. Repair or replacement costs will be charged to the guest accordingly.

To protect all parties, DMS may require:

- A valid credit card on file for all bookings.
- A refundable security deposit for larger events or high-risk rentals.

*Security deposits will be returned within 5–7 business days following the event, provided no damage occurred.*

## **5. Cleaning Policy**

---

The studio must be returned in the same condition it was received. Guests are expected to remove all personal items, trash, and decorations before departing.

- Excessive cleaning required after your rental may result in an additional cleaning fee.
- Cleaning fees will be charged to the card on file.

## **6. Guest Capacity & Safety Policy**

---

All guests and event organizers must comply with the studio's posted occupancy limits and applicable fire code requirements at all times.

- Maximum occupancy is 50 guests unless otherwise approved in writing by DMS management.
- Exceeding occupancy limits may result in immediate termination of the rental with no refund.
- Children must be supervised by a responsible adult at all times while on studio premises.

## **7. Private Event Policy**

---

DMS loves hosting private events, parties, photo shoots, and creative productions. Please contact us directly to discuss your vision and receive a custom quote.

We are happy to provide a curated list of preferred vendors and personalized recommendations to help bring your event to life.

## **8. Vendor Policy**

---

Outside vendors are welcome at DMS. All vendors must:

- Comply with all studio policies listed in this document.

- Provide proof of liability insurance upon request prior to the event date.
- Coordinate logistics directly with the booking guest, who remains responsible for vendor conduct.

## **9. Photography & Content Policy**

---

To maintain the studio environment and protect equipment, the following are prohibited without prior written approval from DMS management:

- Open flames or candles
- Glitter, confetti, or loose craft materials
- Smoke machines or fog effects
- Permanent adhesives or paint on surfaces
- Flash photography that may affect other ongoing sessions

Requests for special effects or materials must be submitted at the time of booking. Unapproved use may result in forfeiture of the security deposit and/or additional fees.

## **10. Photography & Marketing Release**

---

DMS may photograph or video record events, activations, and activities within the studio space for use in promotional and marketing materials, including social media, website content, and press.

Guests who prefer not to appear in DMS marketing materials must notify staff upon arrival. DMS will make reasonable efforts to accommodate opt-out requests, but cannot guarantee exclusion in all cases where guests are present in a shared or event setting.

## **11. Workshop & Community Event Policy**

---

Participation in DMS-hosted workshops, classes, and community events is entirely voluntary. By attending, guests acknowledge:

- DMS is not responsible for injuries sustained during participation in any workshop or event activity.
- DMS is not responsible for lost, stolen, or damaged personal property.
- Guests participate at their own risk and are encouraged to inform staff of any physical limitations prior to participation.

## **12. Liability Waiver**

---

Guests enter and use DMS studio facilities at their own risk. By completing a reservation or attending an event at DMS, guests acknowledge and agree that:

- DMS is not liable for accidents, injuries, or illness occurring on the premises.
- DMS is not liable for lost, stolen, or damaged personal property.
- DMS is not liable for losses or damages resulting from third-party vendors, attendees, or other guests.
- This waiver applies to guests, vendors, and any individuals accompanying the booking party onto the premises.

DMS reserves the right to update this policy at any time. The most current version will be made available upon request and at the time of booking.

**GUEST ACKNOWLEDGMENT**

*By completing your booking, you confirm that you have read, understood, and agree to comply with all policies outlined in this document. You accept personal responsibility for yourself, your guests, and any vendors present during your rental period.*

**Guest Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Booking Date / Event:** \_\_\_\_\_

**Email on File:** \_\_\_\_\_