

Dear,

This letter will set forth the terms and conditions of an agreement for the rental of The Imagined Life Theatre located at 5615 San Vicente Blvd L.A. Ca. 90019 and you \_\_\_\_\_ for a production known as \_\_\_\_\_

1. In consideration for the exclusive right to use the parking, and the premises including the theatre, lighting board and instruments, audio equipment, dressing rooms, and lobby during the hours of 6pm. and midnight during the \_\_\_weekend period, starting \_\_\_\_\_ and ending \_\_\_\_\_ for the sole propose of presenting the live theatrical/musical production known as \_\_\_\_\_ and for no other purpose. Load in to begin after balance of rental is paid in full on \_\_\_\_\_
2. The Imagined Life, Inc. shall receive \_\_\_\_\_ from said production. A deposit in the amount of \_\_\_\_\_ is due upon the signing of this contract. This deposit is non-refundable and will ensure said production the dates stated above. The Balance of rental fee is due on or before \_\_\_\_\_. In addition \_\_\_\_\_ will post a damage deposit in the amount of \$200.00. Said production shall perform at its sole expense any and all repair of restoration work made necessary by the removal of any of its property. In the event of any damage during rental term said production shall make immediate repair and restoration thereof at it's own expense.
3. \_\_\_\_\_ acknowledges and understands that the premises are being provided at The Imagined Life, Inc. as "four walls" and on an "as is basis". Said Production will furnish janitorial services for daily cleanups of the premises at the close of each business rehearsal/performance day. The Imagined Life Theatre will ensure clean premises prior to the first performance of each week.
4. Said production must get set design approval from producing director, Steve Tietsort. Set construction is also to be approved when mounting into the floor, walls or ceiling. (NO WOOD OR METAL CUTTING IN THE THEATRE OR LOBBY)  
Production set and props must be cleared for all classes.
5. Said Production shall at its own expense provide all personnel for any services that the production may require, including without limitation any and all technical personnel, ushers, box office personnel and a house staff.
- 6.Said Production shall at its own expense provide The Imagined Life, Inc proof of insurance for all members of said production before load in date.
7. Keys that are received shall not be duplicated.
8. Said Production shall lock and secure the building after each performance./ rehearsal (includes turning off all lighting & sound equip.,lights, A/C through out the building.

9. Said Production agrees that it will comply with any and all applicable laws, ordinances and requirements by any public authority. No alcoholic beverages are to be served without proper permit and Insurance. Said production shall contain all noise to within the theatre and dressing rooms. This includes actors not on stage.

10. Said Production shall remove all the personal property including and without limitation equipment, props and possessions of its performers, employees, agent and volunteers, and shall have stricken the set and surrendered the premises to The Imagined Life, Inc. in good order, condition and repair by said production after the close of the final performance. An addition day to complete strike is \_\_\_\_\_ between the hours of \_\_\_\_\_

11. Lessee hereby agrees to indemnify, defend and hold The Imagined Life Inc. their officers, directors, representatives and employees harmless from and against and in respect of any and all claims, losses, expenses, damages, obligations, indebtedness and liabilities of any nature whatsoever (including attorneys fees), known, unknown, contingent or otherwise incurred in connection with or arising out of or resulting from this agreement and production.

12. In the event of any default or breach by of any of the terms or provisions of the agreement, The Imagined Life, Inc. may at any time, with or without notice of demand, without limiting The Imagined Life Inc. in the exercise of any right or remedy which it may have by reason of such default of breach: (a) terminate Said Prod.'s right to possession of the premises by any lawful means or by written notice to Said Prod. in which case the agreement shall terminate and Said Prod. shall immediately surrender possession of the premises to The Imagined Life Inc.

RENTAL FEE: \$ \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_

BALANCE \$ \_\_\_\_\_ BALANCE DUE BY: \_\_\_\_\_

Free load in and tech times are AS FOLLOWS:

The Theatre will be available on Friday and Saturday at 6pm.

If the foregoing accurately and completely sets forth the terms of our agreement, please indicate you acceptance by signing in the space below.

Sincerely,  
Steve Tietsort  
The Imagined Life, Inc.

BY: \_\_\_\_\_ Acknowledged and agreed by

TITLE: \_\_\_\_\_

Date \_\_\_\_\_