

Absolute Body Symmetry LLC, Policy and Liability Agreement,

All Clients & or representatives of any group renting space from Absolute Body Symmetry (ABS) Studios must read and sign this policy. You are responsible for passing this information to your people. ABS Studios is not liable for any injuries sustained on the premises. ABS Studios is not responsible for any personal property lost or stolen on premises.

Payment Policy

All payments will be paid before using the space, unless another arrangement has been made. All first time clients will be asked to pay by cash or credit (no checks, please). All clients are required to hold the space with a credit card. If the client does not pay upon arrival, the client's credit card that is on file will be charged the full amount.

* When a client has established an account with us they may pay by check. No third party checks will be accepted. There is a charge of \$35.00 for any returned checks, plus the check amount.

* We accept cash, money orders, major credit cards, bankcards or certified checks. (Personal and company checks are acceptable with management approval.)

* Deposit rental fees, and monthly payments will be paid by the date stated on the invoices or a verbally agreed upon by management.

* Late fees will be assessed on late payments; late deposit fees will require payment in full immediately.

Cancellation Policy

Space must be canceled on time in order to receive credit, deposit refunds, and to avoid being charged the full amount for the space late canceled. If we are able to sell the space late canceled we will return any deposits or not charge the client for the full amount (at the management's determination only).

All Clients who cancel must make note of the date, the time, and with whom they canceled in order to receive credit.

* 24 hrs or more is required for bookings of 1-3 hours.

* 72 hrs or more is required for bookings of 3.5-7.5 hours

* 7 days or more is required for bookings of 8 hours or more in one day.

*Bookings exceeding the above mentioned times will have a different policy on a case by case scenario

Procedure Policies

All persons will check in at the front desk unless otherwise directed. All persons entering the building must be in compliance with established fire regulations, and other regulations imposed by government bodies. Stairways must remain clear in compliance with fire codes.

*Any equipment rented from the office must be returned to the office with all parts intact.

* Studios must be vacated on time. Set-up, breakdown, cleanup, pack-up are all included in the reserved time.

* The client is responsible for set-up and breakdown of all chairs, tables, and any other equipment rented from ABS Studios. This must be done within the allotted time of the studio rental.

* Studio waiting areas are to be left in neat condition. Trash in trash cans, chairs and tables put away, and checked for personal belongings. You will be held responsible for any damages.

* Exact use of space must be explained when booking. The more specific, the more accommodating we can be. (Number of people in the room, supplies required, action being done, etc)

*Hallways must be a quiet zone. There is to be no rehearsing or warming up in the hallways. Please keep all common areas free of debris and in a neat condition. This includes but is not limited to the waiting areas, bathrooms, etc. Client will be responsible for any damages that may occur.

* We reserve the right to move clients to an equal or larger studio if the space is needed for an all day booking or a booking requiring special needs (a window, for example)

* If a representative or group should violate any items of this agreement, ABS Studios will have the right to terminate their occupancy immediately.

Initial _____