



GELSEY KIRKLAND ACADEMY OF CLASSICAL BALLET

Studio Reservation Form

Organization/Company:

Is this a 501(c)3 non-profit organization:

If so, Federal ID No.:

Organization Contact Information:

City:

State:

Zip Code:

Name:

Phone:

Email:

Person in Charge on date requested:

Cell Number:

Requested Date(s):

No. of Hours/Week:

Times Needed:

Studios Needed:

Total Number of People Using the Facility:

Description of Usage:

Equipment Needs: (please specify quantity)

Chair(s):

TV/DVD Player:

Ballet Barres:

Audio:

Table(s):

Piano:

If this is your first time contacting us please provide the following information:

Website:

References (name, email, phone number)

1.

2.

Signature:

Date:



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Rules and Regulations

Due to the conditions of the floor we prohibit the use of Street, Stiletto, Flamenco and Tap shoes in our dance studios. Character shoes are allowed.

Studio must be left in the condition found or an hourly cleaning rate will be applied to the bill.

Pricing

Current Students & Staff – **\$0.00 /hr**

Not-for-Profit Organizations / Not Current Students & Staff – **\$36.00 /hr**

For-Profit Organizations – **Negotiable** sliding fee scale

After Hours Security – **\$30.00 /hr**

A 50% deposit fee is due a week prior to facility usage and must be made in check.

Cancellation Policy

In the event you must cancel your reservation, you will receive a refund as defined below:

- Refunds will be issued in the same manner payment was made.
- Cancellations received within one week of event start date forfeit deposit payment.
- Last-minute cancellation requests due to elements beyond control (weather, illness, etc.) will be reviewed and upon approval we will issue a full refund.
- Cancellations due to personal reasons, etc. will not receive a refund.

Rental Date Changes

- All session transfer requests must be received no later than one week prior to scheduled start date

Studio Cancellation

- The Gelsey Kirkland Academy of Classical Ballet has the right to cancel any studio reservation within two weeks of the rental date with a full refund of deposit submitted.



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Internal Use Only

Company:
Date:
Time:
Studio(s) Requested:

Total Amount to be Paid:

Rental Fee			
Security Fee			
		Total	

Amount of deposit:
Date due:

Amount of final payment:
Date due:

Approved by:

Please email with any concerns about payments.

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Rental Date Changes

- All session transfer requests must be received no later than one week prior to scheduled start date

Studio Cancellation

- The Gelsey Kirkland Academy of Classical Ballet has the right to cancel any studio reservation within two weeks of the rental date with a full refund of cancelled days.