



## Arcadia Studio Rental Application & Policies

**DATE:**

This contract represents an arrangement between The Cabiri (943 NW 50th St, Seattle, WA 98107) and "Renter" as named below. The following agreements apply to every instance in the future in which Renter uses the Arcadia studio space for any purpose. If Renter fails to uphold any of the following agreements, Renter's studio privileges may be revoked.

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**Renter Group or Org Name:**

**Contact Person Name:**

**Address:**

**City, State, ZIP:**

**Phone:**

**Email:**

**Emergency Contact Person:**

**Phone:**

**Description of Your Activities:**

**Do you carry liability insurance for your activities?**

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### **The Space**

Arcadia is a 3,900 sq ft dance, theater, aerial arts, and cultural arts center located at 943 NW 50th Street in the Ballard neighborhood of Seattle. Arcadia is divided into four primary spaces: a main studio with sprung floor and mirrors (40'x28'), a smaller carpeted training area next to the dance floor (30'x16'), a secondary training studio with foam flooring in the front room (30'x16'), and an elevated loft area overlooking the North Studio (12'x18'). This newly renovated space features a brand new sprung floor, mirrors, integrated sound, heat, and a restrooms. High ceilings, skylights and windows create a well-lit airy space for rehearsals, events, workshops, and more.

### **Rentals**

The Cabiri seeks partnerships with theater and dance companies, cultural arts organizations, independent choreographers and artists, and nonprofit organizations to support rehearsal, workshop, meeting, program space and event needs. Arcadia is a performing arts facility exempt from property tax as allowed under RCW 84.36.070. Therefore, our ability to provide rentals to persons and organizations outside of The Cabiri is limited in nature, duration, and use. Please complete this application and/or contact us at [arcadia@cabiri.org](mailto:arcadia@cabiri.org) if you have questions.

### **Who We Are**

The Cabiri's mission is to invite audiences into the myths and stories of lesser-known, ancient cultures through the performing arts. **By choosing to rent space at Arcadia, you are directly supporting our critical cultural and artistic work.**

Entering our 19<sup>th</sup> year as the leading contemporary acrobatic theatre organization in the Pacific Northwest, we recently leased and renovated this formerly industrial warehouse into a welcoming, functional rehearsal and event space which, through renting to our arts community, will support our programs by supporting overhead and renovation costs.

## Getting To Arcadia

Arcadia is accessible via King County Metro D Line, Route 40, and Route 28. There is also free street parking throughout the neighborhood. There is a bicycle rack on 50th, to the east of Arcadia at the end of the block.

## Available Spaces & Hourly Rates

|                                     |                                  |            |
|-------------------------------------|----------------------------------|------------|
| Founders Studio<br>Dance Floor only | 1,200 sq ft                      | \$25/hour  |
| Entire Founders<br>Studio           | 1,600 sq ft                      | \$40/hour  |
| North Studio Padded<br>Floor Area   | 500 sq ft                        | \$18/hour  |
| The Loft                            | 200 sq ft                        | \$15/hour  |
| Entire Arcadia Facility             |                                  | \$100/hour |
| Venue Capacity                      | 49 per City of Seattle fire code |            |

## Space Usage

|                     |  |
|---------------------|--|
| Permitted Uses      | Rehearsal, Class, Video or Photo Shoot, Meeting, Performance, Retreat, Lecture, Workshop   |
| Disciplines         | Dance, Theater, Cultural Arts, Music, Aerial Arts*, Acrobatics   |
| Restrictions On Use | Alcohol use or sales, sharp edged props or chairs without felt covering to protect the floors, paint, food/drink without prior consent |

## Booking Policies

|                                       |  |
|---------------------------------------|--|
| How to Book                           | Submit your completed form to <a href="mailto:arcadia@cabiri.org">arcadia@cabiri.org</a> . We will contact you within 48 hours to confirm your request, ask additional questions regarding your request, or deny your request. |
| Hours of Operation                    | Mon-Fri 5pm-9pm; Sat-Sun 10am-4pm; plus additional hours as shown on our web site  |
| Payment for Rentals                   | For ongoing rentals, please make payment via check to The Cabiri by the 5th of each month. For one-time rentals, please bring a check with you to Arcadia or make payment via our online payment system on the studio tablet.  |
| Cancellation Policy                   | Please be considerate and do your best to honor your scheduled reservations. Cancellations within 24 hours of a scheduled rental may be assessed 50% of the rental fee.  |
| Allows Last Minute Reservations       | Depends on availability  |
| Booking Requirements                  | Lease Agreement, Proof of Liability Insurance (for Independent Contractors utilizing the space)  |
| Personnel Available at Time of Rental | Depends upon renter's needs; office may be staffed at the time of rental, or may not be staffed.   |
| Personnel Available at Time of Event  | Call for additional rental personnel   |
| Payment Types                         | Cash, Credit Card, Check   |

## Requested Rental Space(s):

Founders Studio Dance Floor

Entire Founders Studio

North Studio

The Loft

Entire Arcadia Facility

## Requested Rental Times:

Start Date:

Ongoing Rental or One-Time Rental?

Start Time:

End Time:

Other Notes / Requests:

## Important Notes About Renting Space at Arcadia:

1. The Cabiri is not liable for any injury or lost/stolen property. All participants utilizing Arcadia must complete a liability waiver and studio use agreement available via SmartWaiver: <https://www.smartwaiver.com/splash/20896/>
2. No smoking anywhere in the building or within 25' feet of doorways, per City of Seattle code.
3. Arcadia is a fragrance-free zone; please refrain from wearing or spraying fragrances or perfumes.
4. Renters are not permitted to leave equipment, costumes, props or personal belongings anywhere on the premises without advance permission.
5. Renters agree not to lend building keys to users who have not been explicitly authorized as key holders.
6. Renters assume responsibility for the security of the space during every rental period.
7. For any urgent issue that might compromise the structure or safety of the building, please contact: Charly McCreary (206) 321-3393 or John Murphy (206) 226-4945 immediately.
8. For accidents, health-related emergencies, or criminal activities or fires call 911.
9. No propping open the main door. The main door must remain closed during rented time.
10. Renters are not to rehearse/practice/meet in non-rented space.
11. Cabiri office & office equipment is off limits to all renters when a Cabiri administrator is not present.
12. Renters are responsible for replacing any broken or damaged property caused by renter and/or renter's guests.
13. Street parking only. Be aware of no parking zones.
14. Modification. This Agreement may be modified only by a written agreement signed by both parties.
15. Subletting and Assignment. Renter will not assign this Agreement or sublet any part of the Premises.
16. Shared Facilities. Renter knows that the building may be occupied by others during the Term of this lease, including, but not limited to activities of The Cabiri.
17. Renter is solely responsible for carrying her/his own liability insurance. Renters and renters' property are **not** covered by The Cabiri's liability or property insurance policies.

## Arcadia Open and Closing Check List for Studio Renters

### Opening:

(If renting studio space before or after hours)

- \_\_\_ 1. To enter the building, utilize the DO NOT DUPLICATE silver key you have been issued and the key to the door entrance to Arcadia. (Key is for your personal use ONLY. Do not, under any circumstance, give your key to anyone.)
- \_\_\_ 2. Turn on necessary lights.
- \_\_\_ 3. Turn on the power strip for the sound system equipment if you plan to use it for your event. Please never place anything on top of the sound system equipment table or speakers.

### Closing:

(If leaving studio after hours)

- \_\_\_ 1. Please clean up the studio space you have used when finished. All trash and recycling should be properly disposed of in the provided receptacles, and left items may be put in our labeled "Lost and Found" bin. There is a vacuum and broom near the shop sink by the front door, if the floor needs to be swept.
- \_\_\_ 2. If you have changed the temperature on the thermostat, please return it to the temperature it was set at upon arrival. (Usually this is 68 degrees).
- \_\_\_ 3. Turn off all lights throughout the building.
- \_\_\_ 4. Turn the sound system power strip off and disconnect your personal music device(s). Be sure to take them with you when you leave.
- \_\_\_ 5. Walk through the entire building (including bathrooms and all studios) and ensure no one else is in the building. If others are present, ensure that they are capable of all closing protocols. If the other party is not capable of closing they will need to exit the premises prior to the designated closer exiting the building.
- \_\_\_ 6. Make certain both exterior doors are locked and secured.

## The Cabiri – Arcadia Studio Liability Statement

In submitting and signing this agreement, I certify I have read, understand and will abide by the facility rules and regulations set forth. Renter hereby agrees to hold The Cabiri, its officers and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of the Renter or their students. I, the undersigned, or the company I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to The Cabiri's property or the Arcadia facility shall be compensated within seven (7) days. I agree that this reservation is granted with the understanding that The Cabiri may cancel for any reason and will provide twenty four (24) hour notice of cancellation.

***Signing this agreement assumes full knowledge and acceptance of the above terms***

\_\_\_\_\_  
Renter Signature

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

\_\_\_\_\_  
Print Name

Accepted and Authorized by:

\_\_\_\_\_  
The Cabiri | Arcadia

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

\_\_\_\_\_  
Print Name