



## Samuel H. Scripps Studios: Birthday Party Rental Information

Please read through the contents of this packet for more information on the studio space at ADF's Samuel H. Scripps Studios. Photos of our space are available on our [website](http://www.americandancefestival.org) at <http://www.americandancefestival.org>. For more information about availability, tours, etc. please contact Annabel Lopez at 919-797-2871 or email [studios@americandancefestival.org](mailto:studios@americandancefestival.org).

Features	Reinhart Studio	Myers Studio
Large windows, ample natural light	✓	✓
Full-length mirrors		✓
Observation windows with blinds	✓	✓
High quality sound system (compatible w/ CD/mp3/laptop/phone)	✓	✓
Use of yoga mats, blocks, blankets	✓	✓
Dimensions	32' x 54'	22' x 44'
Capacity	28 (dancing) 35 (yoga) 115 (standard)	18 (dancing) 25 (yoga) 65 (standard)
Conference Room: Features include natural light, unique art, 12-ft table, 14 chairs, and a credenza. Please see the diagram on page 2 for exact dimensions.		

### Rental Rates

Access to our balcony, lobby, restrooms, water fountain, and free parking is included with any rental.

Hourly Rate		
Type of Reservation	Reinhart Studio	Myers Studio
Birthday Party	\$85.00	\$75.00
Conference Room		\$25.00

Birthday Party rentals include use of the Conference Room and a free t-shirt for the birthday child (or adult). If you would like a dance instructor, it is an additional \$60.00 for one 45–60 minute class. We will help match you with an appropriate instructor from our faculty based on your preferences.



## Reservation Procedures

- A rental application and liability waiver are included in this packet of information. Please complete and return to request a reservation. If returning in person, please call or email the office to confirm a staff member will be available to accept your application at your desired time.

**In Person:** 721 Broad Street, Durham, NC 27705

Mon–Fri: 10:00a-6:00p (additional hours possible during term when classes are in session)

Saturdays: 9:30am–2:30pm (during term)

**By Email:** [studios@americandancefestival.org](mailto:studios@americandancefestival.org)

- After we receive your completed application and waiver, an ADF staff member will contact you within 2 business days to confirm your reservation.
- Your reservation will not be complete until full payment is received.
- **Please note:** Space is in high demand during June and July due to additional festival programming. It may take us an additional 2–7 business days during this time to respond and confirm depending on the nature of your request.

## Payment

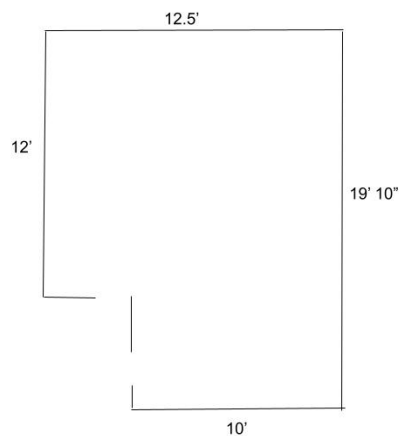
Once your reservation is confirmed, you may submit payment in one of the following ways:

- In Person (cash, check, card): 721 Broad Street, Durham, NC 27705
- By Mail (check only): American Dance Festival, Box 90772, Durham, NC 27708
- By Phone (card only): 919-797-2871

## Refund/Cancellation Policy

If you cancel your reservation more than 48 hours in advance, you will receive a full refund. If the cancellation is made less than 48 hours before the reserved time, you will not receive any refund. If you need to cancel your reservation, please call 919-797-2871 AND email [studios@americandancefestival.org](mailto:studios@americandancefestival.org).

## Conference Room Dimensions:





### **Studio Use Policies**

- Primary renter must be 18 years of age or older.
- All reservations are subject to current space availability.
- Any renter using the studio must complete the provided liability release form. The renter assumes liability for all participants associated with their reservation.
- Only water in a plastic bottle/container is permitted in the dance studios. Other food/beverage items are not permitted in either studio. We have ample space for refreshments in our lobby and conference room.
- No rosin or powder substances are permitted on the studio floors.
- Shoes that have been worn outside, shoes with dark soles, heeled shoes, ballroom shoes, and tap shoes are not permitted on the studio floor. The only type of street shoes allowed are white-soled, clean sneakers.
- It is your responsibility to make sure the space is left in the same condition it was found. Any damage to the studio—by you or one of your participants—is the responsibility of the renter, and will result in additional charges.
- Smoking is not permitted anywhere in the facility, including the balcony.
- Props/costumes/materials/supplies may not be stored at studios.
- The use of the any rented space does not in any way imply endorsement or sponsorship of any event by ADF or ADF's Studios. Any publicity shall be designed to clearly and accurately display the name of the sponsoring group.



FOR ADF USE ONLY
Date Received:
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Hours:
Total Cost:
<input type="checkbox"/> Paid <input type="checkbox"/> Scheduled

## Samuel H. Scripps Studios: Birthday Party Rental Application

### RENTER INFORMATION

---

Contact Name \_\_\_\_\_

---

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

---

Contact Number \_\_\_\_\_ Contact Email Address \_\_\_\_\_

### RESERVATION INFORMATION

**Do you need a dance instructor?**  Yes  No  
 Dance instructors are an additional \$60.00 for one 45–60 minute class. Payment must be made on the day of the party, cash preferred.

**If yes**, do you have a class preference?  Creative Movement/Modern  Ballet  Hip Hop  No preference  
 Other (please specify): \_\_\_\_\_

**Which space would you like to rent?** (check all that apply)  
 Reinhart Studio  Myers Studio  
 Conference Rm.

**Do you need the following?** (check all that apply)  
 Folding tables (3 avail.)  
 Folding chairs (50 avail.)

---

Number of children attending \_\_\_\_\_ Age range of children attending \_\_\_\_\_

---

Birthday Child or Adult T-Shirt Size \_\_\_\_\_

### SCHEDULING

Please indicate your preferred date and time for your birthday party. Be sure to include enough time for set up and clean up when listing start and end times. Parties are welcome to arrive 15 minutes prior to the start time to set up.

**Birthday Party Reservation:** Date \_\_\_\_\_  
 Start/Arrival Time \_\_\_\_\_ End/Departure Time \_\_\_\_\_

Additional Notes: \_\_\_\_\_



## Samuel H. Scripps Studios: Rental Liability Waiver and Agreement

I warrant and represent to American Dance Festival (“ADF”) that:

1. I am 18 years of age or older and have no knowledge of any medical conditions of any kind that would affect my participation in any activities in connection with my space rental at the Samuel H. Scripps Studios (“Studios”) in any way whatsoever.
2. I acknowledge that my participation in said activities is entirely voluntary and that I possess complete understanding of the risks involved in the activities taking place during my space rental.
3. I agree that I will not hold liable ADF or any of its licensees, agents, successors or assigns, the Studios, or any faculty member, or employee (collectively, the “Released Parties”) for injuries sustained, death, or illnesses contracted by me while a participant at the Studios.
4. I agree to release, indemnify, and hold harmless the Released Parties for all claims, suits, liabilities, damages, costs, expenses, and judgments arising from my acts or omissions which result in injury or damage or loss to any person, property, or party.
5. I agree to abide by the rules and regulations of ADF and the Studios where my space rental will be held. I have read and understand the refund policies and agree that I am only entitled to a refund under the terms and conditions specified. I understand that I am liable for any damages incurred during or resulting from my space rental.

**With my signature, I have carefully read, understood, and approved ADF’s Liability Waiver, Refund/Cancellation Policies, Subsidy Guidelines, and Studio Policies before signing, and I agree to be bound by all of their provisions. I understand and agree that everyone participating in my space rental will abide by the Studio Policies.**

---

Signature

Date