

# Workshop/Class Space Rental Agreement

Agora  
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This contract represents an agreement between Agora, and “Renter” as named below. If renter fails to uphold any of the following terms of this agreement, Renter’s studio privileges may be revoked.

Renter: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Rental(s): \_\_\_\_\_

Dates/Times of Rental(s): \_\_\_\_\_

Start and End Date of Rental(s): \_\_\_\_\_

## Rentals:

The Agora workshop/class space can be rented for classes, workshops and other events/activities as agreed upon. The studio will be rented in blocks of time as follows: two-hour minimum, 1 hour increments. Paid rental time periods include time for early arrival (if applicable) and setup/cleanup time. Space may be booked via email or phone. Space is not guaranteed payment is made and the Rental Agreement has been completed and signed by the renter.

## Payment:

Renters will pay before the time of each rental period. Renters MUST pay for all studio space before the time it is used. Payments may be made online through our online store or in person. All checks should be written to Agora.

**For CLASS, WORKSHOP, ACTIVITY or EVENT Rentals:**

Class Rate: \$15.00/per hour (be sure to include time for setup/cleanup)

Long Term Booking: Regularly scheduled weekly classes must be confirmed for a full month in advance. Payment is due prior to the first session of the month. All other classes, workshops, activities, and events must be confirmed at least one week in advance.

Payment is due prior to the session.

**Class Cancellation:** Space may be cancelled via mail, email or phone with ONE WEEK'S notice. No refunds shall be given without one week advance notice.

**Hours and Occupancy:**

The workshop/class space will be available for rentals, on a space-available basis, during the following days and times:

Tuesday – Saturday 10 a.m. – 6 p.m.

\*\*Specific times may be available outside normal Agora hours. This is only available through management approval.\*\*

Renter will not hold, and will not permit, classes or events involving persons in a given space within the premises, or in the premises as a whole, in excess of the number of persons that are permitted by applicable fire and/or building codes in such space or in the premises as a whole, as applicable.

Renter assumes all responsibility for the space during the gathering hours.

**Smoking/Flames:**

No smoking anywhere inside the building. No use of fire or open flame.

**Storage:**

Renters may NEVER leave any equipment, personal belongings, or property anywhere in the space, hallway or bathroom.

**Emergencies:**

For any emergency situations including accidents, health crises, criminal activities, or fire, call 911. A phone is available upstairs, but it is advised to have a cell phone close at hand.

**Damage:**

Each renter will assume full responsibility for any damage caused to any part of the rental space being used. Each renter agrees to pay in full for repair or replacement of

any item or structure damaged by the renters. Full payment for damage shall be made within ONE MONTH of the damage.

**Liability:**

Each renter assumes liability for injury of any persons they invite to the space.

**Housekeeping:**

Each renter assumes responsibility for returning the space to a good state before they leave. All lights, fans, and electrical equipment must be turned off. If equipment was used it is to be replaced and the area cleaned. Trash and litter must be taken upstairs to the back door. Please sweep if necessary, and leave the studio in the best possible condition for the next renter.

**Parking:**

Street parking is available on Main St and the surrounding side streets, as well as the open public parking lot between Center Point Dr & Main St.

**Contracts:**

Renters will sign and submit this contract before using Agora's space. Renters will be informed of changes to rental policies.

**All of the above is hereby agreed:**

Renter: \_\_\_\_\_  
Printed Name, Title

Signature: \_\_\_\_\_

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

Agora Signature: \_\_\_\_\_

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