



**Eastern Costume Company
Uniform Warehouse**
7243 Coldwater Canyon Ave
North Hollywood, CA 91605

**Eastern Costume Company
Civilian Warehouse**
7239 Coldwater Canyon Ave
North Hollywood, CA 91605

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LEASING AGREEMENT PRODUCTION OFFICES, FITTING ROOMS, STORAGE CAGES

Show Name: _____

Production Company: _____

Reserved By: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ Completion Date: _____

SELECT A FACILITY

	Office #7 (13' x 18')	\$350 per week
	Office #8 (Sewing Room) (18' x 20')	\$375 per week
	Office #9 (15' x 13')	\$350 per week
	Office #10, 11 (9.6' x 12' 3")	\$275 per week
	Office #12, 13 (10' x 17')	\$300 per week

	Large Fitting Room(s) (for non-office renters)	\$150 for 4 hours
	Small Fitting Room (for non-office renters)	\$100 for 4 hours
	Common Area	\$200 per week
	Cage #5, 6, 7, 8, 9, 10, 11 (10' x 40') with 69' of adjustable pipe	\$300 per week

OFFICES/CAGES

- Offices are leased furnished (see attached inventory list)
- Wi-Fi Internet access is provided. Eastern Costume does not provide printers or computer equipment
- Tenants are responsible for lock up. A master lock and security codes are provided for office rentals. Locks are **NOT** provided for cages
- Trash collection and weekly cleaning are available upon request
- No Deposit is required, however rentals 2-weeks or longer will be subject to a cleaning fee (\$100 / Office, \$75 / Cage)
- Offices must be returned clean, undamaged and in their original configuration
- Missing or damaged furniture will be invoiced at replacement cost
- Outside furniture and/or equipment must be removed upon completion date or else be subject to removal fees

KITCHEN/Common Areas/LAUNDRY

- Office leasing includes use of kitchen, equipped with basic appliances and accoutrement (see attached inventory list)
- Tenants are responsible for keeping kitchen clean and stocked
- Washers & Dryers are available for tenant use. No dyeing is permitted in the washing machine

TERMS & CONDITIONS

Offices and Cages are leased individually and on a weekly basis. Leasing 4 or more offices will result in the automatic leasing of the Common Area and may require a minimum \$10K in wardrobe / props rental. Property is inspected and photographed before Start Date and again upon Completion Date. Any damages assessed to property or equipment, including but not limited to; structure, paint, lighting, and furniture, will be subject to fees. Lessee bears sole responsibility for keeping space and items contained therein, secure. Lessee agrees to exercise care and safety in the use of the office(s) and/or fitting room(s) including; turning off lights, A/C, washers/dryers, closing doors and locking gates. No pets or smoking are permitted indoors.

I hereby certify that I have reviewed the information stated on this form and agree to all terms and conditions herein. I agree to hold harmless Eastern Costume from all liability and expenses resulting from the use of the offices(s) and/or fitting room(s).

Authorized Signature

Name and Title

Date