



7243 Coldwater Canyon Ave. North Hollywood, CA 91605
Telephone: (818) 982-3611
Email: accounting@easterncostume.com
Website: www.easterncostume.com
Hours: Monday – Friday 8AM – 5PM

PRODUCTION SPACE 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 (*Offices 1 - 6 are located in our Uniform Warehouse. Offices 7 - 13 are located in our Civilian Warehouse. Please see maps for full space layout.*)

_____ Office #1	(14' x 13')	\$275 per week
_____ Office #2, 3, 4	(14' x 14')	\$300 per week
_____ Office #5	(14' x 17')	\$325 per week
_____ Office #6	(14' x 13')	\$275 per week
_____ Office #7	(14' x 18')	\$375 per week
_____ Office #8 / Work Room	(18' x 20')	\$400 per week
_____ Office #9	(15' x 13')	\$375 per week
_____ Office #10, 11	(10' x 12')	\$300 per week
_____ Office #12, 13	(10' x 17')	\$325 per week
_____ Common Area	(17' x 20')	\$225 per week
_____ Cage #5, 6, 7, 8, 9, 10, 11	(10' x 40')	\$325 per week
_____ Large Fitting Room(s) (for non-office renters)	(13' x 18') or (16' x 16')	\$175 for 4 hours
_____ Small Fitting Room (for non-office renters)	(12' x 10')	\$125 for 4 hours



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OFFICES/CAGES:

- Offices are fully furnished. We do not provide additional furniture or accommodations.
- Offices are photographed before each tenant checks in. Offices must be returned clean, undamaged, and in their original configuration. Missing or damaged furniture will be billed at replacement cost.
- 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).
- Outside furniture and/or equipment must be removed upon completion date or else be subject to removal fees.
- Tenants MUST put the production's name and office number on all mail and packages. Eastern Costume is not responsible for lost or missing deliveries.

KITCHEN/COMMON AREAS/LAUNDRY:

- Office leasing includes use of kitchen, equipped with basic appliances and accoutrement. Any missing kitchen items will be billed at replacement cost.
- Tenants are responsible for keeping kitchen clean and stocked.
- The refrigerator must be empty upon check out.
- Washers & Dryers are available for tenant use. NO dyeing is permitted in the washing machine.
- NO personal laundry is to be done on Eastern Costume's premises. Personal use of laundry facilities will result in \$500 fine per offense.

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

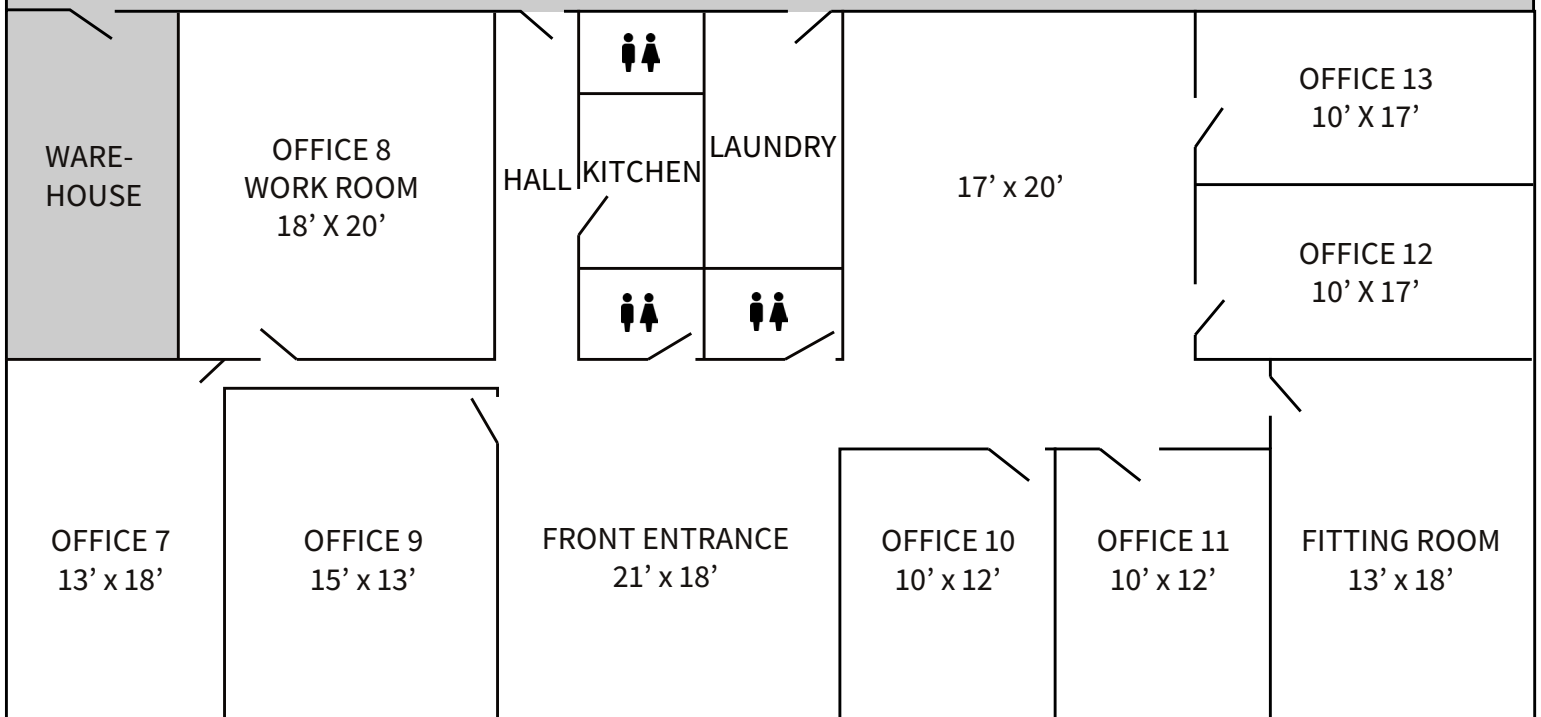
Date





WAREHOUSE ENTRANCE

LOADING DOCK

CIVILIAN WAREHOUSE

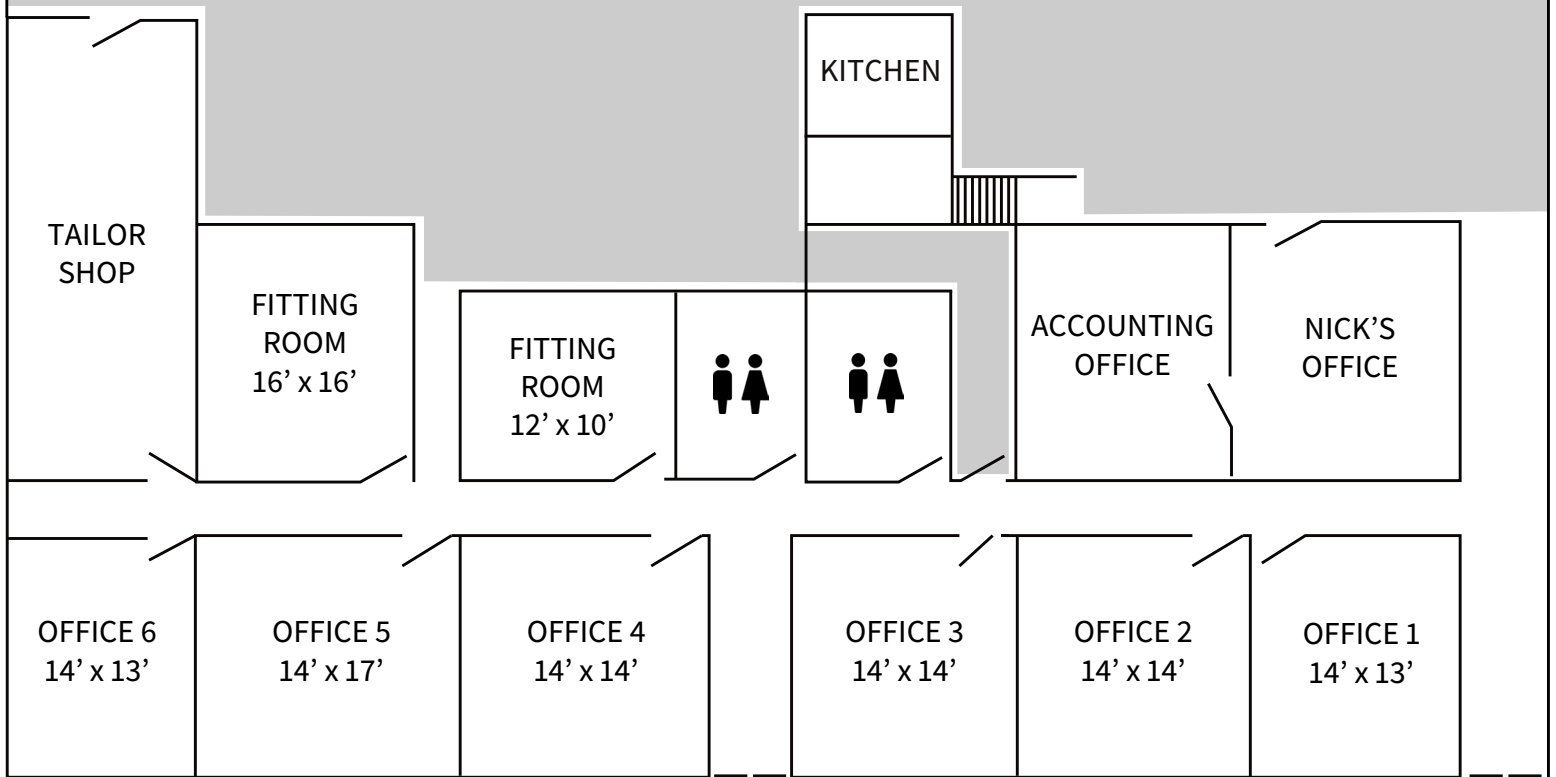
CAGE 10' x 40'
CAGE 1 10' x 40'
CAGE 2 10' x 40'
CAGE 3 10' x 40'
CAGE 4 10' x 40'
CAGE 5 10' x 40'
CAGE 6 10' x 40'



-  ENTRANCE
-  DOORWAY
-  WAREHOUSE
-  RESTROOM

COLDWATER CANYON AVE.

UNIFORM WAREHOUSE



PRODUCTION OFFICES
ENTRANCE

WAREHOUSE
ENTRANCE

- ENTRANCE
- / DOORWAY
- WAREHOUSE
- ♂ ♀ RESTROOM