

MONTAGE

DANCE STUDIO

www.MontageDanceProductions.com

1090 Kiely Blvd ♦ Santa Clara, CA 95051
408.857.3121

Private Dance Event

\$250 for Basic Package
\$125 Deposit

Basic Package includes:

1. Up to 15 guests total
2. 1 hour of dance instruction
3. 30 mins for host setup/breakdown/cleaning. Please allow time for final walk through and payment of any additional fees
4. 1 hour socializing
5. 18 chairs
6. 1 tables
7. Access to second room for setup purposes only
8. Access to small fridge
9. Access to small toaster oven

Additional fees:

- \$15 per additional dancer
- \$25 per additional 15 minutes of dance instructor time
- \$40 per additional 30 minutes of facilities usage
- \$75 per additional hour of facilities usage
- \$50 cancellation fee with 14-day notice
- \$125 cancellation fee beyond 7-day notice deadline

At least one staff member will be present at the studio at all times to answer questions, act as a receptionist for guest arrivals, and ensure Studio guidelines are being met. Studio staff will **not** assist in the setup/cleanup of the facilities or party activities (other than dance instruction) and will remain in the reception area. The cost of receptionist duties are included facilities usage fees.

All guests are required to sign a waiver form upon arrival.

Reservation of Studio:

1. Fill out our Private Party Reservation Form, which is available on our website www.montagedanceproductions.com or at the Studio.
2. Make sure you allow enough dance instruction and facilities rental time. Although we would like to be accommodating, we cannot guarantee that our Studio and staff will be available for additional time once the Studio facilities and staff availability has been scheduled.
3. Upon confirmation of availability, a \$125 deposit fee is required, which can be paid online, at the Studio, or mailed in.
4. Final guest list and payment of contracted fees must be received 7 days before your party.

Changes/Additions to Event

1. Please let us know as soon as possible if you wish to make any changes to your event.
2. Although we allow you to make changes up to 7 days in advance, we cannot guarantee that we can accommodate the changes you request.

Cancellation of Event

1. You may cancel your event without a cancellation fee up to 11 days before your event date.
2. With a 10-day notice before your event, there is a cancellation fee of \$50.
3. Beyond the 7-day deadline, you will be charged you full deposit fee of \$125 plus.
4. The balance of fees received will be refunded by check within 10 business days of the cancellation notice.

Dance Session

1. We suggest you inform your guests the start and end time of the dance session. The dance session will begin and end as scheduled even if all guests have not arrived.
2. If the instructor is available to accommodate a late start time, there will be a charge of \$25 for each additional 15-minute increment.
3. There is a \$15 fee per additional dancer beyond basic contract or contracted terms.
4. Any additional fees will be deducted from your deposit.
5. If additional fees exceed the amount of your deposit, the balance is due at the end of the event.
6. There is no refund for guests who do not attend.

Deposit will be refunded via check within 10 business days after your event under the following conditions:

1. Deposit is fully refundable if:
 - a. All services rendered do not exceed contract terms.
 - b. Event and dance session begins and ends on the agreed start and end time.
 - c. Studio facilities, equipment, and furnishings are left in the same condition as they were found.
2. Any additional fees (such as unforeseen additional guests or facilities usage) and/or cost of damage to Studio facilities, equipment, and furnishing will be deducted from your deposit.
3. If the additional fees and/or cost of damage are over the amount of your deposit, the balance must be paid at the end of the event.
4. If any damage is discovered after the event, the amount will be deducted from your deposit. If the damage is over the amount of your deposit, the balance will be billed and becomes due on receipt.
5. Your deposit will not be refunded if your event is cancelled while in process due to alcohol and/or drug consumption or other inappropriate behavior is exhibited.

You are allowed to bring in your own food and non-alcoholic drinks.

Alcohol and drugs are not permitted.

You are responsible for the actions of your guests. Montage Studio reserves the right to end party activities and ask guests to leave if alcohol or drugs are being consumed or inappropriate behavior is exhibited. In that event, your deposit will not be refunded.