

• Chez Bushwick •

Welcome to Chez Bushwick

**Our Policies for 2010 have changed, please take a moment to read this document and establish your membership
New Policies Go Into Effect on April 1st, 2010**

Membership Levels

- Chez Ami Devoue
 - \$25 annual membership fee, \$5 per hour rental
- Chez Ami Des Beaux Jours
 - \$5 annual membership fee, \$8 per hour rental

If you rent more than 10 hours, the \$25 membership pays for itself

New Members

- Download and fill out Membership Form from www.chezbushwick.net then email it to studio@chezbushwick.net
- Do not print this out, we are trying to reduce our paper usage
- Please specify what level of membership you want
- The membership fee can be paid with your first rehearsal payment

Membership renewal

- Download and fill out Membership Form from www.chezbushwick.net then email it to studio@chezbushwick.net
- Do not print this out, we are trying to reduce our paper usage
- Please specify what level of membership you want
- The membership fee can be paid with your first rehearsal payment
- If you have already booked space for 2010 select one of the following options:
 - Pay \$25 membership fee to retain your reservations at \$5/hr
 - Pay \$5 membership fee and begin to pay \$8 per hour for your rentals
 - Do not renew membership and cancel reservations, if you choose not to renew you may retain reservations at former rate until 4/15/10 and you must notify the systems manager by 4/1/10 of this decision so that all reservations after 4/15/10 can be canceled and made available

New Payment Policy

- **All payments are due the day of rental or in advance.**
- Payments can be made by Cash or Check
- Checks should be made payable to Chez Bushwick Inc.
- Write your name, date, level of membership (\$8/hr or \$5/hr) & amount of hours rented on the white envelopes provided
- Place envelope in the black safe box on the wall above the buzzer by the door
- To rent the studio to teach a class or workshop please email studio@chezbushwick.net in order to set up a class schedule and payment structure

To Schedule Studio Time

- Check the online calendar at http://www.chezbushwick.net/space_rental.html and email us at studio@chezbushwick.net to submit a rental request
- Please know that we will get back to you as soon as we can to confirm the rental
- The systems manager usually processes requests on M-F between Noon and 4pm
- If you submit a last minute request, it may not be confirmed

After your space is confirmed

- Before your rehearsal time pick up the keys at Brooklyn Natural Market (instructions below)
- Follow the directions below to reach our studio

Keys

- The Keys are available at **Brooklyn Natural Market**, if the keys are not at the market, buzz #11 at the front door of 304 Boerum Street and the previous renter will let you in
- Located at 49 Bogart street between Grattan and Moore
- When exiting the Morgan L train station from the Bogart and Harrison exit, make a right out of the exit onto Bogart Street and the market is on the corner of the next block (it is a multi-color painted building)
- Go to the cashier and ask for the keys to Chez Bushwick
- For the map to Brooklyn Natural view "Getting to the studio"

**IT IS OF VITAL IMPORTANCE THAT YOU RETURN THE KEYS
RIGHT AFTER YOU ARE DONE WITH YOUR RENTAL
or
THAT YOU PASS THEM ALONG TO THE NEXT RENTER
AFTER THEY HAVE BEEN BUZZED IN. (Buzzer #11)
IF YOU BUZZ IN A RENTER,
YOU MUST ALSO PHYSICALLY LET THEM IN THE DOOR ON THE 2ND FLOOR**

The Studio

- **L TRAIN** to Morgan Avenue Station
- Take the **Bogart St. & Harrison Pl.** EXIT
- Turn **LEFT** outside the station
- Turn **LEFT** onto Boerum Street
- The studio is located at 304 Boerum Street between Bogart and White
- It is on the **2nd floor**, Unit #23.

Courtesy and Kindness

- Please leave the studio clean
- There is a dry mop, broom and dust pan provided if the floor needs to be swept
- If you enter the space, and it is dirty, please email studio@chezbushwick.net to report the time and the unsatisfactory condition in which the space was found
- We do not allow storage of set pieces or technical equipment, nor is CB responsible for any lost or stolen items
- Please be conservative with restroom products
- To earn a special place in the hearts of CB staff, you may donate TP, PT or hand soap

Cancellation Policy

- We have a **2 week cancellation policy**
- You are responsible to pay for missed rehearsals and rehearsals canceled less than 2 weeks prior to the date reserved

2010 Membership Form & Rental Contract

Please fill out electronically and send to studio@chezbushwick.net

NAME (fill in below)

ADDRESS (fill in below)

PHONE (fill in below)

EMAIL (fill in below)

I, the undersigned, agree to the rental terms and conditions for usage of the Chez Bushwick rehearsal space. I also agree to the penalties (if any) as outlined in this rental contract:

- To Pay the Hourly Rate associated to my membership level.
- To make all payments for usage of rental space on the day of rental or in advance or to incur a late fee of \$5 per day late.
- To leave payment in the safe box in the rehearsal space
- To notify the systems manager no less then **2 weeks** in advance of cancellation or to be charged for the time missed.
- To pick up and leave keys promptly from Brooklyn Natural at 49 Bogart Street.
- To clean up any mess I may have left in the studio space, and to report finding the space in an unsatisfactory state to studio@chezbushwick.net

I want to become a member of Chez Bushwick at the following membership level:
(Write in \$25 Member or \$5 Member below)

- I will submit my membership payment with my next rehearsal

Agreed to, Signed (electronically), and dated (fill in below):

Thank you for choosing Chez Bushwick

www.chezbushwick.net