



Private Office License Agreement

Rental agreement starting _____, by:

(a) Tenant,

And

(b) Eastern Effects, Inc.
210 Douglass Street
Brooklyn, NY 11217

Rental of office space at 210 Douglass Street Brooklyn, NY 11217 is a month to month term starting _____.

Tenant agrees to pay the monthly amount of \$ _____ for the rental term.

Rents are payable on the first day of each month.

Security deposit will be paid in the amount of one months rent at the rate of \$ _____ and be taken upon the signing of this rental agreement.

Security deposit is fully refundable after tenant has vacated premises and left premises in good condition, reasonable wear and tear excluded.

Total security deposit received _____ Date -- Received _____

Eastern Effects, Inc. will provide the following at no additional cost:

All utilities including:

Heat

Air Conditioning

Water

Electricity

Basic Weekly Garbage Removal

Security System

Desks, Chairs, and a complement of file cabinets in good to new condition

Wireless Internet

Basic Fax and Copy Equipment provided *(large volume copying will have a small fee per copy to accommodate toner and paper use) (international fax service to be paid by tenant)

Panasonic Digital Phone Hardware *(Phone line installation and phone line fees are responsibility of Tenant)

Tenant agrees to the following terms:

- 1) Rent is due on the first of every month.
Rent not received by the fifth of the month will be charged a 10% late fee.
- 2) Tenant shall provide a copy of their insurance listing Eastern Effects, Inc as additionally insured. Eastern Effects, Inc. has been granted the right to sublet office space at 210 Douglass Street under its primary lease and indemnifies Tenant from violation of primary lease.
- 3) The premises will only be used for the purpose of film and television or standard office use, including use for wardrobe fittings and art department needs, unless agreed upon by Eastern Effects, Inc. and Tenant in writing.
- 4) Assignment of this agreement or subletting of premises is not allowed.
- 5) During the rental period, Tenant will pay the cost of all repairs for any damage done to the premises. The cost of cleaning the rented premises will be the responsibility of the tenant. The weekly cleaning of all bathroom areas will be the responsibility of Eastern Effects, Inc.
- 6) Tenant is responsible for all personal possessions. Eastern Effects, Inc. assumes no liability for tenant's personal property. Tenant agrees to release Eastern Effects, Inc. from all damages, costs and expenses by reason of any accident, injury, loss or damage to any person or property occurring in or around the premises, unless to do the act of Eastern Effects, Inc.
- 7) Tenant is responsible to make sure that any doors they use are locked (including the front gate to the building), lights and air conditioning / heat are turned off and security system is armed if they are the last to leave the premises.

8) Due to the nature of a shared office space, each Tenant must use the In/Out board posted in the Lobby. This will help ensure that no one is left in the building before the alarm is set.

9) In case of accidental triggering of alarm Tenant will be charged a fee equal to the amount of the alarm service provider's fee to Eastern Effects, Inc.

10) Tenant agrees to pay for any phone lines they may require. Tenant will pay for all installation charges and monthly phone charges. All related payments are to be made directly to the phone company.

11) Returned checks will be charged a \$40.00 fee. If a check is returned, payment must be paid via cashier's check or money order.

12) Handicapped elevator may only be used for appropriate persons, no other uses are allowed without permission from Eastern Effects, Inc.

13) Upon end of rental Tenant agrees to leave premises clean, in good order and repair and substantially the same condition at the time of the commencement of rental, excluding reasonable wear and tear. All keys must be returned or Tenant will be charged a fee for any keys not returned.

14) If in the event any material provision of this agreement has been breached, and such breach has continued for more than ten days after Tenant has received written notice of the same from Eastern Effects, Inc., Eastern Effects, Inc. may sever this agreement at any time.

Tenant:

Signature: _____

Print Name: _____

Date

Eastern Effects, Inc:

Signature: _____

Date