

Production Office License Agreement

Rental agreement between

Tenant,

And

Eastern Effects, Inc.
210 Douglass Street
Brooklyn, NY 11217

Rental of office space at 210 Douglass Street Brooklyn, NY 11217 will start _____ and end on _____, 200__.

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

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 will be taken upon the signing of this rental agreement.

Security deposit is fully refundable after tenant has vacated 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 (Tenant is required to bring their garbage to our dumpster, and Eastern Effects shall pay for the removal of garbage from the building)

Security System

Desks, Chairs, and a complement of file cabinets

Wireless Internet

Fax Equipment and dedicated line provided (any international fax service to 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 standard film and television production 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 by themselves or any agents that they hire. 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.

In the event that the heat or air conditioning are left running while tenant is not occupying the building, there will be a \$50.00 to \$75.00 charge assessed depending on the length of each occurrence (This reimbursement goes toward the payment of overages in electric and gas costs) .

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 the building is secure at night or 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. If an Eastern Effects employee must come to the building due to an after hours issue caused directly by the tenant, a \$100.00 fee for the "Emergency Service" will be charged to the Tenant.

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.** There is a one time set up fee of \$150.00 to be paid to Eastern Effects for the internal phone installation.**

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: _____ **Phone #** _____

Signature: _____

Print Name: _____

Date

Eastern Effects, Inc:

Signature: _____

Date