

LICENSE AGREEMENT FOR 1 DAY USE
OF 1st floor Experimental Space
FIREHOUSE 13

1 day agreement

This License Agreement is made this _____ day of _____, 20____, by and between
Firehouse 13 and (name) _____
address _____
phone number _____ (herein referred to as "Client").

1. Firehouse 13 agrees to make license for the use of the experimental space on the 1st floor for the purpose and in the manner and time indicated:

Day of the Week	Month/Date/Yr	Time(s) of Day

FOR THE PURPOSE OF: _____
Art Exhibit / Live Music / Function / Theatre / Other (detailed sheet of programming may be attached)

2. CONSIDERATION: In consideration of the use of FIREHOUSE 13 and other provisions of the Agreement, the CLIENT agrees that \$175 & 20% of the door will go to FIREHOUSE 13 to cover staffing, licensing, and wear and tear costs.

(ASCAP fee: _____)

All BAR operation and revenue is managed by FIREHOUSE 13

Staffing including Bartender, Sound Engineer, Security, and Manager will be hired by FIREHOUSE 13,

FIREHOUSE 13 will provide someone to collect money at the door

FIREHOUSE 13 must be informed IN WRITING of any live performances at least one month in advance in order to obtain an entertainment license

A refundable \$50 deposit is required to reserve the date. CLIENT must immediately inform FIREHOUSE 13 if any cancellation occurs, Cancellation of event by the CLIENT must be at least 1 month in advance for deposit to be refunded. CLIENT's deposit will be refunded on the day or night of the event after the premises are restored to original condition. If night does not break even \$50 deposit is considered forfeit and FIREHOUSE 13 will retain possession of it.

3. USE REGULATIONS AND PROCEDURES: The following regulations apply to CLIENT'S use of the Experimental Space.

A. FIREHOUSE 13 assumes no responsibility for any property or equipment owned by the CLIENT, its guest, or other parties. FIREHOUSE 13 reserves the right to approve equipment used at events.

B. The CLIENT will designate a person or persons to be in charge of the event. This person or persons must be present at all times during the hours of the event.

C. The CLIENT must abide by the general operations and rules and regulations pertaining to the facility which are attached hereto as Addendum A and any other regulations or policies of the facility and/or FIREHOUSE 13 that have or may be adopted.

D. The CLIENT must provide FIREHOUSE 13 with a small description and publicity image of the show to be included in marketing materials, ideally at the time of contract signing and AT LEAST 1 month before the show

4. FIREHOUSE 13 reserves the right in its sole discretion to refuse a license for use of the 1st floor to any person or group at any time. Organizations are expected to leave the 1st floor space in good order and to abide by all FIREHOUSE 13 policies concerning the use of 1st floor, which will be inspected before and after use. Should there be any property loss or damage, the CLIENT will be notified of the replacement or repairs to be made, and the CLIENT will be responsible for reimbursing FIREHOUSE 13 for all costs.

5. ASSIGNMENT: This License Agreement is not assignable.

6. ENTIRE AGREEMENT: This License Agreement constitutes the entire Agreement between the parties and can only be modified by a writing endorsed hereon, signed by the duly authorized representative of each person.

7. LAW OF RHODE ISLAND: The laws of the State of Rhode Island shall govern the construction and interpretation of this License Agreement.

8. INDEMNITY: The CLIENT agrees to indemnify and hold harmless FIREHOUSE 13 officers, agents, and employees, against all claims, damages, and expenses, including reasonable attorney's fees and court costs, arising out of the CLIENT's acts or omissions or the acts or omission of any of the CLIENT'S members, guests, or invites. This indemnification shall survive the termination of this License Agreement.

The representative of the CLIENT executing this Agreement certifies that he or she has been duly authorized to enter into this Agreement on behalf of the CLIENT and that neither the execution and delivery of the Agreement nor the performance of the terms and conditions hereof will result in a breach of any obligation to which the CLIENT is a party.

IN WITNESS WHEREOF, the parties have executed the Agreement, the day and year first above written.

By: _____ (authorized CLIENT signature)

Title _____ (authorized FIREHOUSE 13 signature)

ADDENDUM A
TO THE LICENSE AGREEMENT FOR 1 DAY USE OF
1ST FLOOR OF FIREHOUSE 13

General Operations (rules and regulations):

If any of this is unclear please ask for clarification!

Upon rental of the Experimental Space the licensee (you, the CLIENT) are responsible for the general operations-events, installation and takedown, safety and cleanliness and additional staffing of the space including returning it to its original condition as described below.

The licensor (FH13) will have a staff member available to let you in and assist you with any questions that you have regarding the use of the space for the event.

Rules & Regs:

1. FIREHOUSE 13 is a smoke-free environment and prohibits smoking in all facilities including the 1st floor. The CLIENT agrees to have its members, guests, and invitees observe this policy.
2. The CLIENT is responsible for seeing that no one at the function uses open flames other than sterno or candles.
3. The CLIENT is responsible for leaving the space clean and restored at the end of the license
4. FIREHOUSE 13 reserves the right to remove from its premises any person whose behavior is disruptive
5. The CLIENT must inform FIREHOUSE 13 as to their sound needs when booking the 1st floor. If sound needs change, FIREHOUSE must be informed no later than 1 WEEK Before the event.

Nothing can hang from the sprinkler pipes.

Sound System:

The sound system is included in the cost of the rental. A FIREHOUSE 13 sound engineer will be supplied to run the sound system. Please note the sound engineer will provide any microphones you request. All sound system requests must be made 1 week in advance of the show.

The experimental space is intended to be a rotating space for artists and creative groups to connect with Providence. Please leave it as you found it.

I have read these conditions and agree to them.

Name: _____

Signature: _____

Date: _____

ADDENDUM B
A BRIEF GUIDE TO MARKETING YOUR SHOW
OR HOW TO NOT LOSE \$50

This space is yours for a night. You are responsible for marketing your show, we provide some help but this list will show you how to make the night more worthwhile and better attended.

Providence is a cool city. Small enough that just a few posters and talking can make the difference between a great show turnout and a mediocre one.

This list is designed to show you some of the things that we have learned in regards to marketing, for some of you this is second nature, but for others not so much.

1. BE ONLINE.

- a. Send us press releases, images, information, be our friend online & feel free to post stuff on our page. We encourage it.
<http://www.myspace.com/fh13>
- b. The internet is the best tool that there is for marketing yourselves. Myspace, Facebook, and any other social networking site out there are great venues for getting your information to lots of people at once. Be respectful and don't overwhelm people though. Posting your flyer and telling people is cool, plastering advertising on every single one of your friends pages is not only time consuming it's a jerky move.
- c. Contact local music and event websites. They get the word out quick and hit a bigger audience than social networking sites do.
 - i. Dailydose (<http://www.providencedailydose.com>)
 - ii. Lotsofnoise (<http://www.lotsofnoise.com>)
 - iii. Southcoast247 (<http://www.sc247.com>)
 - iv. RI State Council For the Arts (<http://www.arts.ri.gov/blogs/>)
 - v. The bucket blog (<http://thebucketblog.com/>)
 - vi. RI Web Log (<http://www.quahogs.blogspot.com/>)

2. BE IN THE REAL WORLD.

- a. Talk to people. Tell your friends, have them tell their friends. Six degrees of separation works in this city.
- b. Get a poster made. This is important. Providence is a visual town, full of artists we all like to look at pretty pictures. Get some made. Prices are usually quite reasonable. There are a bunch of good designers and screen printers in this city. Here's a list of just a few of them
 - i. As220 print shop (<http://www.as220.org/printshop/>)
 - ii. Jrtmcp (<http://www.jrtmcp.com>)
 - iii. 401 local (<http://www.401local.com/>)
 - iv. devils rainbow printing
(<http://www.myspace.com/devilsrainbowprinting>)
 - v. Ghost town (<http://www.ghost-town.net>)
- c. Put up your posters in highly visible places. Here's a list of some of those!
 - i. West end
 1. Stairwell Gallery *504 Broadway*
 2. Nick's on Broadway *500 Broadway*
 3. Armageddon Records *436 Broadway*

4. Julian's *318 Broadway*
 5. B Sharp *265 Broadway*
 6. E&O Tap *289 Knight Street*
 7. Ada Books *330 Dean Street*
 8. White Electric *711 Westminster St*
 9. New Urban Arts *743 Westminster St*
 10. WBNA *1560 Westminster St*
 11. Hudson St. Market *68 Hudson St*
 12. Federal Hill Tattoo *148 Atwells Ave*
- ii. East Side
1. Coffee Exchange *207 Wickenden St*
 2. Utrecht *200 Wickenden St*
 3. Acme Video *137 Brook St*
 4. The Hub Bike Shop *181 Brook St*
 5. Cable Car *204 S. Main St*
 6. Nice Slice *267 Thayer St*
 7. Second Time Around *290 Thayer St*
 8. Tealuxe *231 Thayer St*
 9. Myopic Books *5 S. Angel St*
 10. Jerry's Art-o-Rama *14 Imperial Pl*
- iii. Downtown
1. AS220 *115 Empire St*
 2. Thee Red Fez *49 Peck St*
 3. Fountain Of Youth / Grandburo *60 Eddy Street*
 4. Symposium Books *240 Westminster St*
 5. Tazza *250 Westminster St*
 6. Trinity Brewhouse *186 Fountain St*

Now that we have given you some basic tools, go out and use them. We all want you to do good. Its good for everyone, and only makes our city stronger.

1ST FLOOR BASICS

- 1 day rental starts at \$175/day + 20% of the door if applicable
- Painting or altering the walls aside from hanging artworks requires permission and requires an additional deposit.

Services provided by FH13:

- Promotion through e-mail and website information about shows
- assistance with coordination timely press notification and scheduling
- access and use of space
- Processing payments (credit card, check, cash, sales tax).
- Door, Sound, Security (If Applicable)

Curator/ Group is responsible for:

- marketing: advertising/postcards and promotional work-Silkscreen facilities/poster making are available upon request.
- printing and postage
- General cleaning of the space at the end of the day/night