Equipment & Space Use Agreement

The Content Cafe Garage · [Business Legal Name] · [Business Address]

Draft template. Have a licensed attorney in your state review before use.

This agreement is between [Business Legal Name], doing business as The Content Cafe Garage ("CCG"), and the person or business named below ("User"). It applies whenever User uses CCG's space, equipment, or both for their own production, such as recording a podcast, shooting an interview, filming a product review, or taking photographs.

1. Booking details

User / business name	
Contact name, phone, email	
Date(s) and time(s) of use	
Space or area booked	
Equipment requested	
Number of people expected	
Fee or rate agreed	

Equipment is listed on the attached **Equipment Checkout Sheet** (see section 13), which User must complete and sign at pickup and return.

2. Prerequisites

Before any use, User must have signed CCG's **Premises Liability Waiver & Release** and **Acceptable Use of Internet & Network Policy**. User is responsible for making sure every guest and crew member also signs the waiver before entering production areas.

3. Fees and payment

User agrees to pay the fee above, due [at booking / before use / at the end of the session]. Cancellations with less than [24] hours' notice may be charged [a cancellation fee]. CCG may refuse or end a session for non-payment.

4. Condition of space and equipment

At the start of each session, User and a CCG representative will review the space and the equipment listed on the checkout sheet. User confirms that, unless noted on the sheet, everything is in good working order. Any pre-existing damage must be noted before use begins.

5. Proper use and training

User agrees to:

- Use equipment only for its intended purpose and in line with any training or instruction from CCG staff
- Not use equipment they have not been shown how to use without asking staff first
- Not modify, open, repair, or disassemble any equipment
- Not remove equipment from the Premises unless the checkout sheet expressly allows off-site use
- Not lend, sublet, or allow anyone other than listed crew to use CCG equipment
- Keep food and drink away from cameras, computers, audio gear, and mixing equipment
- Return all cables, batteries, memory cards, cases, mounts, and accessories that were checked out
- Leave the space clean, with furniture, backdrops, and lighting restored to their original positions

6. Responsibility for loss and damage

User is responsible for all loss of, theft of, or damage to CCG's space and equipment that occurs during the booking or while the equipment is in User's possession, including damage caused by User's guests or crew, whether accidental or intentional, except for normal wear and tear.

- **Repairable damage:** User will pay the reasonable cost of repair.

- **Loss, theft, or damage beyond repair:** User will pay the replacement cost of a comparable item, as determined by CCG, within [30] days of written notice.
- **Missing accessories or consumables:** User will pay their replacement cost.
- **Cleaning or additional staff time** required because of User's use may be billed at [$__ per hour].

CCG may charge any card or payment method on file, or retain a deposit of [$____], toward these amounts.

7. Insurance

CCG's insurance does not cover User's personal property, User's own equipment, or User's guests. User is encouraged to carry their own insurance for their equipment, production, and liability. If User is a business, [User will / User is encouraged to] provide proof of general liability insurance on request.

8. User's own equipment and property

User may bring their own equipment at their own risk. CCG is not responsible for loss of, theft of, or damage to User's property, files, or media left on the Premises.

9. Content ownership

User owns the content User creates using CCG's space and equipment. CCG claims no ownership or license over it, except as stated below.

- CCG may take and use photos or short video clips of the space, behind-the-scenes activity, and User's visit for marketing, **only if User has signed CCG's Media & Likeness Release** or otherwise agrees in writing.
- User may not present CCG's logo or name as endorsing User's content without CCG's written permission.
- Content that incidentally includes the CCG space or branding is fine, but User must not use CCG's name in a misleading way.

10. User's responsibility for content

User is solely responsible for the legality and content of their production, including music licensing, copyright, trademark, defamation, privacy, product claims, and required releases from anyone appearing in it. CCG does not review or approve User's content and is not responsible for it.

11. Data and files

CCG computers and storage are for temporary use. User is responsible for backing up their files before leaving. CCG may erase files left on CCG devices after the session and is not liable for lost or corrupted data or for failures of recording equipment, software, or network.

12. Release and indemnity

To the extent permitted by law, User agrees to defend and reimburse CCG and its owners, employees, and contractors for any claims, losses, and reasonable legal fees arising from User's use of the space or equipment, User's content, or the acts of User's guests and crew. This section is in addition to the Premises Liability Waiver & Release and does not replace it.

13. Equipment checkout sheet

Item	Serial / ID	Condition at pickup	Condition at return	Initials (out / in)

14. Ending a session or agreement

CCG may end any session immediately, with or without a refund, if User breaks this agreement, misuses equipment, endangers anyone, or violates CCG's other policies. CCG may decline future bookings from anyone with unpaid balances or a history of damage.

15. General terms

This agreement, together with CCG's waiver and acceptable use policy, is the entire agreement between the parties for this booking. It may only be changed in writing. It is governed by the laws of [State]. If any part is unenforceable, the rest remains in effect.

16. Signatures

	User	CCG representative
Printed name		
Signature		
Date		