

## Studio Booking - Terms and Conditions

Our priority is to offer our studio and facilities to our clients with their needs and requirements in mind, however, in order to safeguard our property, personal safety of staff and users and to maintain a high standard, including health and safety, the following terms must be adhered.

### **Summary:**

**Please ensure:**

- Your booking is confirmed
- We have been advised of the type of shoot
- You forward ALL names of attendees
- You respect our premises and leave the studio tidy

1. For first time user, a **cash deposit of £100** must be paid prior to use. This will be fully refunded at the end of your session, unless there are any damages or unpaid usage (such as extra hours). Any damages / unpaid hours exceeding the deposit amount must be paid for in full immediately.
2. To confirm all bookings a **50% non refundable booking fee** must be paid. The balance must be cleared prior to shoot commencing - if paying by internet / telephone banking, it is your responsibility to ensure you make payment with sufficient time in order to reach our account.
3. **Any cancellations** and now shows will result in losing the deposit and may also acquire additional charges, due to loss of business. Should you require to reschedule, you must contact us and have this agreed via email or in writing **at least 72 hours prior to the shoot commencing**. Any rescheduling within 72 hours of your shooting commencing will not be accepted. You may only reschedule once, without compromising any points in the Terms and Conditions set here.
4. For the safety of staff and all users, we operate CCTV recording at our studios. For a greater degree of privacy, the studio room can be disconnected, but please inform us when booking.
5. For your Photoshoot / Studio hire, only the required staff / crew members will be permitted to the premises, this is also for health and safety and helps reduce any unnecessary visitors that may congest the area or create distractions in both us carrying out our duties and you fully benefiting from the experience or service.
6. Light **refreshments and snacks** may be consumed in the studio, but only in the allocated area. Any damages resulting from this must be paid in full, immediately
7. You must leave the studio in a clean and tidy manner and use the allocated bins to dispose of your rubbish.
8. Any large items or items that are not considered for domestic waste, such as batteries, fluids, etc, must be taken with you.
9. We reserve the right to refuse taking any bookings or evacuate the studio if we feel the terms and conditions are not honoured.
10. The terms and conditions set here may change without prior notice.