

## **Booking Form Short Terms and Conditions**

### **1. Studio Facilities**

- 1.1 The Client is responsible for ensuring in advance that the facilities are appropriate for their requirements.
- 1.2 The Client will adhere to the security arrangements and of the agreed session times.
- 1.3 The Client must leave the premises at the agreed time specified on the invoice.
- 1.4 Summerfield Studios will only allow access to people with a direct role in the recording.
- 1.5 The Client is responsible for any damage caused to equipment through misuse or abuse.
- 1.6 The cost of hire does not include consumable media.

### **2. Client Equipment, Media and Personnel**

- 2.1 The Client is responsible for ensuring the electrical safety of any third party equipment used in a session.
- 2.2 The Client is responsible for the compatibility of any third party equipment used in a session with the studio's facilities.
- 2.3 Summerfield Studios is not responsible for the failure of any media supplied by the Client.
- 2.4 The backup and transfer of recordings is the responsibility of the Client.
- 2.5 If arrangements have not been made to transfer or backup the recorded material within a month of completion Summerfield Studios has the right to destroy or dispose of it.
- 2.6 The Client is responsible for the quality of any material recorded or produced elsewhere.
- 2.7 The Client is responsible for the quality of work carried out by any third parties involved in the recordings.

### **3. Sound Levels**

- 3.1 The Client acknowledges that the Noise at Work Regulations 1989 have established that prolonged exposure to high noise levels above 85 dB(A) may cause damage to hearing and that both studios and studio users are required by law to keep exposures as low as is reasonably practical.
- 3.2 The Client is responsible for sound levels in the facilities.
- 3.3 Summerfield Studios reserves the right to impose a reduction on sound levels where it is deemed appropriate.

### **4. Content of Recorded Material**

- 4.1 It is the Client's responsibility to ensure the recording does not contain anything that would constitute a breach of copyright.
- 4.2 It is the Client's responsibility to ensure that the recording does not contain anything of an offensive, libellous or illegal nature.

### **5. Technical Failure**

- 5.1 In the event of a technical failure disrupting a session Summerfield Studios will either arrange for an alternative date for the session to take place, or offer a full refund for the disrupted time.

### **6. Booking a recording session**

- 6.1 When booking a recording session at Summerfield Studios you are entering into a contract by which you are agreeing unconditionally to abide by the studio's terms and conditions.
- 6.2 Session bookings, times and dates are subject to availability and approval. Summerfield

Studios reserve the right to refuse and reschedule. Bookings are not valid until confirmed and any required deposit paid.

## **7. Fees**

7.1 All fees must be paid in advance of any booking by bank transfer or cash in person. We do not accept credit card payments.

7.2 The charging of deposits is subject to the studio's discretion and we will advise you if a deposit is required. Please note that all deposit payments are non-refundable.

7.3 Any required deposits must be paid before booking can be confirmed. These deposits are non-refundable or transferable. The remaining amount on invoice should be paid in full 7 days prior to commencement of session start date. Bookings within 7 days of session date will require full payment to confirm the booking.

## **8. Cancellation Policy**

8.1 Cancellations must be made before the agreed start time of the booking by email or telephone. Any cancellations made within 7 days of the agreed booking time will not be eligible for a refund.

8.2 Once a booking has been confirmed, it is subject to the following cancellation charges:

<b>Up to 14 days before session date:</b>	50% of total session cost
<b>Between 14 – 7 before session date:</b>	75% of total session cost
<b>Less than 7 days before session date:</b>	100% of total session cost

## **9. Rescheduling**

9.1 if a confirmed session is cancelled, whether through illness or unforeseen circumstances, and you would like to reschedule it, please advise the studios immediately. Where possible, we shall endeavour to reschedule the time for you, subject to availability. Please note: The relevant cancellation fee for the original booking will still be owing, and must be settled in full before any time can be rescheduled. Rescheduled dates are subject to new booking fees.

## **9. Session Time**

Studio time includes equipment setup, sound-check, equipment break-down, transfer or backup of files, and any breaks taken by the artist(s) or engineer. The engineer will be allowed a break of up to 15 minutes every 2 hours to alleviate ear fatigue. The engineer will be allowed one 30-minute meal break per session and an additional meal break for sessions lasting longer than eight (8) hours. All inclusive of start and finish times.

## **General rules of use**

### **Breakages and damages to studio equipment**

Any damage caused to studio equipment due to misuse and abuse will be charged to the client.

### **Personal items/lost property**

Please make sure that you do not leave personal items unattended and ensure that you take all of your belongings with you when you leave. Summerfield Studios is not responsible for any items that are lost or damaged on the premises.

### **Smoking**

Smoking, including electronic cigarettes, is NOT permitted anywhere inside the Recording

studio. If you leave the premises to smoke, please ensure that you are a safe distance from the studio's ventilation systems intake. When leaving and entering the Studio, please remember that the main door must be kept shut at all times. Any theft or damages that occur as a result of the door being left open will be chargeable to the client.

**Food and drink**

You are permitted to bring your own food and drink into the studio's designated kitchen/dining area. Any damage caused to studio equipment due to spillages and negligence with food and drink will be charged as per our damages policy above.