

### 1. Booking Confirmation and Payment Terms

1a. A booking is considered confirmed after [un.titled] studio ltd receives cleared balance payment or minimum 50% deposit which is agreed prior to booking.

1b. Our payment terms are 7 days from the date of invoice

1c. If for any reason payment is not please note a late payment fee will be incurred if balance is not cleared within 14 days of booking. This will then increase for everyday the balance is outstanding.

1d. We do not accept cash payments.

### 2. Booking times

2a. Bookings times start as per confirmed time and if a client is late, start time remains the same. If the shoot or event overruns through no fault of [un.titled] studio ltd the client is liable for overtime charges.

### 3. Set Up and Take down time

3a. Clients must include set up and take down/clean up time within the hours booked, to avoid overtime charges unless in exceptional circumstances and is agreed prior to day of booking.

3b. Prep time is charged hourly at the following rates - Studio One £100 per hour, Studio two and Blackroom £50 per hour and Studio three £25 per hour. If the booking goes over overtime charges will be applied and separate invoice issued for the cost incurred, overtime is charged hourly at the following rates - Studio One £100 per hour, Studio two and Blackroom £50 per hour and Studio three £25 per hour. If you require a full day to prep or take down these will be tailored for each individual booking depending on requirements.

### 4. Cleaning & leaving the studio in reasonable state

4a. Studio or venue space must be left in the condition it was found. If this is not the case you will be liable for a cleaning charge.

4b. For events and large shoots with 20+ people, we have a standard cleaning charge of £100 - £400. The cleaning charge is based on leaving the space in reasonable state and a higher rate is chargeable if the space is left particularly dirty. Any additional cleaning charges are taken out of the security deposit payments.

4c. All props or equipment must be put back where it was found.

### 5. Number of Attendees.

5a. We have a Maximum number of attendees which depends on space being hired and this is to be advised prior to bookings. The specified maximum attendees must not be exceeded for security and safety reasons and we reserve the right to refuse entry or terminate a booking if a venue space is at capacity.

### 6. Security Deposit

6a. For events and large shoots with 20+ people, we have a Holding/Security Deposit of £150 or higher (rate to be agreed prior to booking and is depending on the size and nature of the booking, and space being booked). The security deposit will be returned at the end of the booking (minus any deductions due to damage, additional cleaning fee, additional attendees, overtime or losses incurred as a result of a breach of any of our stated booking terms).

### 7. Minors

7a. Clients must ensure that all minors under the age of 16 are always accompanied by a chaperone. Minors must have parent's or guardian's permission to be at our premises, and/or to be photographed or filmed as relevant.

### 8. Use of Equipment

8a. If your booking comes with lighting, sound or other equipment, all equipment used must be returned promptly at the end of the hire period in the original condition and where it was found. The client is liable for repair or replacement cost of any missing or damaged equipment.

8b. Clients may not without the written consent of [un.titled] studio ltd remove the equipment from the studio premises; modify or alter or tamper with the equipment in any way; use the equipment in a manner not recommended by the manufacturer; nor allow the equipment to be used by any untrained or unauthorised personnel.

8c. All other equipment including heaters, kettles, fridges, lighting, air conditioning units etc are used at Clients own risk. [un.titled] studio ltd cannot accept any liability for loss or damage resulted in using the equipment. Clients are not allowed to move any equipment without prior consent from [un.titled] studio ltd and users do this at their own risk.

### 9. Breakages, Losses and Damages

9a. Clients are responsible for any breakages, losses or damages caused to the premises or equipment by the client, or any other person(s) present with the client during booking time. If any of the above occurs you are liable to pay a fee to cover the cost of items lost, broken or damaged.

9b. All equipment used is at the risk of the client and [un.titled] studio ltd shall not be liable to the client for any loss, damage, expense, or for any consequential loss (including loss of profit) arising out of or in connection with; any damage to or loss of property by the client or third party; any breakdown, stoppage or failure of the facilities/equipment provided by [un.titled] studio ltd

9c. Alterations or an addition to our premises or equipment is not permitted without prior written consent.

9d. Clients must check any equipment provided and must notify [un.titled] studio ltd at the time of supply if equipment is damaged or if the condition of the equipment is not acceptable. The client is responsible for any breakages or damage if [un.titled] studio ltd was not notified at the time of supply.

9e. [un.titled] studio ltd accepts no responsibility for loss of profit for elements and outside noise that is out of their control. The studios are not soundproof therefore we cannot guarantee that the weather or other factors will not affect the sound recording in any of the studios.

### 10. Booking Changes and Cancellations

10a. Studio hire booking times can be changed with RE-BOOKING FEES as stated below, which depend on notice time provided:

- 7 days (168 hours) or more notice time provided (from start time of booking): Rebooking fee equal to 10% of total booking fee.
- Less than 7 days and more than 3 days (168 hours to 72 hours) notice time provided (from start time of booking): Rebooking fee equal to 25% of total booking fee.
- Less than 3 days (72 hours) notice time provided (from start time of booking): Rebooking fee equal to 50% of total booking fee.

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10b. Studio hire bookings can be cancelled with CANCELLATION FEES as stated below, which depend on notice time provided:

- 7 days (168 hours) or more notice time provided (from start time of booking): Cancellation fee equal to 25% of total booking fee.
- Less than 7 days and more than 3 days (168 hours to 72 hours) notice time provided (from start time of booking): Cancellation fee equal to 50% of total booking fee.
- Less than 3 days (72 hours) notice time provided (from start time of booking): Cancellation fee equal to 100% of total booking fee.

### 11. Termination

11a. [un.titled] studio ltd may terminate any booking or hire contract if the client is found to be in breach of any of the terms and conditions.

### 12. Noise

12a. Speakers are provided and Music can be played inside premises (unless advised otherwise in advance or for specific reasons). Noise levels outside of our premises must be kept to a reasonable level during bookings. Clients are asked to consider other occupants and neighbour residents when using our facilities.

### 13. Littering and Waste Disposal.

13a. Clients must not litter and drop waste on the inside or outside of our premises, and must put all litter in internal bins or in specified rubbish and recycling skips which are located outside of our premises. Additional bin bags will be provided and clients are responsible for ensuring all waste is disposed off and outside spaces are kept clean and litter free. Failure to do so will result in additional charges.

### 14. Cove Painting

14a. Studio 1 Infinity Cove floor painting fee is £300. This charge is applicable if the cove is excessively marked and not left in reusable condition (mopping of the floor is normally sufficient when not excessively marked and we can supply a mop). The cove will not always be freshly painted/spotless at the start of bookings but clients can request for the cove to be painted in studio one prior to bookings for £300. Our rate for re-painting of the entire cove to white is £500.

14b. Studio 2 Infinity Cove floor painting fee is £150. This charge is applicable if the cove is excessively marked and not left in reusable condition (mopping of the floor is normally sufficient when not excessively marked and we can supply a mop). The cove will not always be freshly painted/spotless at the start of bookings but clients can request for the cove to be painted prior to bookings for the cost listed above dependant on the studio the client is using. Our rate for re-painting of the entire cove to white for Studio one is £550 and studio two is £250.

14c. After an event the charge for repainting of the cove will be decided after the event and client will be notified at the time the booking is finished.

### 16. Variations

16a. These Terms and Conditions are valid at the time of booking and are subject to variation. Clients will be notified of any variations prior to booking.

### 17. Applicable Law

17a. The laws of the United Kingdom shall govern all agreements.

### 18. Agreement to Terms and Conditions.

**TERMS AND CONDITIONS [UN.TITLED] STUDIO**

18a. Clients agree to all terms and conditions stated above when booking is confirmed and booked in via telephone or email and date is in diary.