

— IMPORTANT —

By hiring the studio you and the team accept the T&C's

**Setting up and taking down must be done within your booking time.**

**You must vacate the studio by the end of your time slot unless agreed otherwise.**

**Anything damaged/missing will be charged at full price plus administration/restock charge.**

**The Studio is not soundproof.**

**Smoking or drinking alcohol is not permitted in the studio.**

**The Studio must be left clean as you found it.**

This means if the studio is not in a similar state as it was found in and requires excessive time to be tidied and cleaned we might charge a cleaning fee at our discretion (if you want to make sure this doesn't happen please consult us before you leave)

## 1. Booking

- i. All bookings with 63 Sun Studio Ltd are to be confirmed in writing via email.
- ii. A 50% deposit is required to confirm any booking.
- iii. A booking is only considered confirmed when the 50% deposit has been paid unless agreed in writing with 63 Sun Studio Ltd.
- iv. Weekday full day hire periods are from 9.00am until 6.00pm unless otherwise agreed in advance. Rates depend on usage.
- v. Weekend full day hire periods are either from 9.00am until 5.00pm or 10am to 6pm

## 2. Cancellation

- vi. Cancelling 5 or more working days prior to the start time of the booking, the booking deposit will be returned to the client in full.
- vii. Cancelling within 5 working days prior to the start of the booking, the booking deposit will be retained and is non refundable.
- viii. Cancelling within 48 hours prior to the start time of the booking the client will be liable for 75% of the booking fee. The booking deposit will be retained and an invoice issued for the outstanding 25%
- ix. Cancelling within 24 hours prior to the start time of the booking or failing to show up for a booking the client will be liable for 100% of the booking fee. The booking deposit will be retained and an invoice issued for the outstanding 50%

### 3. Payment

- x. Payment is to be made by bank transfer or over the phone unless agreed in writing with 63 Sun Studio Ltd.
- xi. The remainder of any booking fee will be paid on the day of the booking or on receipt of the final invoice. Late payment will incur a surcharge of 10%.

### 4. Overtime / Extras

- i. Colorama charge is £10/metre used
- ii. Any booking, which runs outside of these time slots (see 1. above), will be subject to an overtime fee. Overtime is charged as follows (and granted at our discretion)
  - £50.00 per hour 6.00am - 9.00am
  - / £50.00 per hour 6.00pm - 9.00pm
  - / £60.00 per hour 9.00pm - midnight
  - / £80.00per hour after midnight
- iii. **Please include your set-up and pack-down hours in the hours booked**

### 5. Sets / Props / Lighting / Clothing

- iii. All props are to be delivered and collected on the same day of hire unless other arrangements have previously been agreed.
- iv. In case it is agreed props can be delivered before the shoot date the client is responsible to assure that the person delivering them will take the props all the way into the studio, either by choosing a courier who agrees to do so or sending someone with the delivery.
- v. We have limited storage space, please speak to us about any deliveries you might be expecting prior to your shoot.  
For small items either sent before or on shoot day, please clearly mark with the following:
  - Studio Number (Studio 1 or 2)
  - Job Number / Reference
  - Shoot Date(s)
  - Full Name and Contact Information of recipient and sender
- vi. 63 Sun Studio Ltd cannot be held responsible or liable for any items damaged or lost during the hire or when left on site.
- vii. Any additional costs incurred through the disposal, storage or transportation of any props or sets will be charged to the client.

### 6. Damage / Insurance

- viii. The client hiring the studio is responsible for all breakages, losses or damages

caused to the studio or equipment by him/her, or any other person, during the use of the studio.

- ix. Any marks, spillages or damages caused to the studio during the hire period must be attended to before the end of the hire period, failing which the studio reserves the right to charge for the cost of repair / remedial work including if necessary.
- x. No alterations, decorations or additions to the studio are permitted without the written consent of 63 Sun Studio.
- xi. The client must notify 63 Sun Studio Ltd at the time of supply if the condition of the equipment is not acceptable.
- xii. Clients are requested to ensure that they have suitable public liability insurance, as they will not be covered under the studio insurance.
- xiii. Clients are responsible for insurance of all items that they bring into the building.
- xiv. All damages must be paid for.

## 7. Parking

- i. 63 Sun Studios Ltd has a limited number of parking spaces and cannot guarantee the availability of spaces for any specific person, time or day. It is the client's responsibility to ensure that the adequate parking / transport arrangements are made in respect of any personnel involved during the hire period.
- ii. Any parking at the studio is at the user's own risk and the studio accepts no responsibility for theft, damage or any other loss occasioned to vehicles parked on its premises.

## 7. Termination

- iii. 63 Sun Studio Ltd may terminate any hire contract if the client shall be in breach of any of the Terms and Conditions.