

# BOXED STUDIOS

## BOOKING TERMS AND CONDITIONS

Terms are automatically agreed once booking has been made.

### **Booking Confirmation**

1a. A booking is considered as confirmed after Boxed Studios receives a cleared balance payment. (50% for 8hour + bookings & 100% for any booking under 8 hours)

### **2. Booking times**

2a. Bookings times start as per confirmed time and if a client is late, the booking will still end at the original finishing time otherwise charges will occur.

### **3. Set Up and Take down time**

3a. The client must include set up and take down/clean up time within the hours booked, to avoid overtime charges.

### **4. Leaving the studio in reasonable state**

4a. Studio space must be left in reasonable state and as it was found at the beginning of clients booking, with space left ready for another booking. Boxed Studios reserves the right to charge an appropriate fee (Starting from £20) for any cleaning / Damage we are required to conduct after your booking to restore the studio into its original state.

### **5. Minors**

5a. Studio hire clients must ensure that all minors under the age of 16 are always accompanied by a chaperone. Minors must have parental or guardian's permission to be at the studio, and to be photographed or filmed as relevant.

### **6. Public Liability**

6a. The client must ensure that they have public liability insurance for all persons in the studio during the hours of use, to cover any accident, injury or death. The booker will be responsible.

### **7. Use of Equipment**

7a. Studio hire comes with a range of lighting and studio equipment as standard. All equipment used must be returned promptly at the end of the hire period in the original condition, and the client is liable for repair or replacement cost for any missing or damaged equipment.

7b. The client may not without the written consent of Boxed Studios; 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.

### **8. Breakages, Losses and Damages**

8a. The studio hire client is responsible for any breakages, losses or damages caused to the studio or equipment by the client, or any other person(s), during booked studio time.

8b. All equipment used is at the risk of the client and Boxed Studios shall not be liable for any loss or damage to materials, props or equipment. This includes consequential loss of profit however caused, arising out of the use of, or the inability to use the equipment supplied or agreed to be supplied (all equipment is subject to availability).

8c. No alterations or additions to the studio space or equipment is permitted without prior written consent.

8d. The client must notify Tom Kennedy at the time of supply if the condition of the equipment is not acceptable, and shall pay any costs incurred by Boxed Studios arising out of any breach of these conditions.

# BOXED STUDIOS

8e. Boxed Studios 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 Boxed Studios.

## 9. Copyright

9a. By Law content creators always own copyright to creative work produced. Usage rights may be granted to clients or 3rd parties depending on agreement. Boxed Studios may request usage of images taken by clients for use as examples of shoots taking place in our studio, or take behind the scenes images but this will always be by prior agreement.

9b. Images involving models, voiceovers or other talent, will only be used where an appropriate model release form has been signed. We do not sell photographs to any third party unless agreed with clients.

## 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 day's notice time provided: Rebooking fee equal to 10% of total booking fee.
- 3 days (72 hour's notice time provided: Rebooking fee equal to 25% of total booking fee.
- Less than 3 days (72 hours) notice time provided: Rebooking fee equal to 50% of total booking fee.

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

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

## 11. Termination

11a. Boxed Studios 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. Noise levels must be kept to a reasonable level during studio hire bookings. Clients are asked to consider other occupants and neighboring residents when using the studios.

## 13. Payment Terms

13a. Full balance is required to secure all 8 hour+ bookings and 50% for any bookings under 8 hours. All payments need to be completed 24 hour prior to booking and for any extras (paper backdrop usage, overtime or additional equipment hire) must be made in advance prior to usage.

## 14. Non-Solicitation

14a. Clients will not directly, indirectly, or on behalf of others; solicit, induce, recruit, encourage or otherwise endeavor to cause or attempt to cause any employee, previous employee or consultant of Boxed Studios to perform any business/services to the Client, or to terminate their relationship with Boxed Studios.

# BOXED STUDIOS

## **15. Variations**

15a. These Terms and Conditions are valid at time of booking and are subject to variation. Clients will be notified of any variations prior to booking.

## **16. Applicable Law**

16a. All agreements shall be governed by the laws of the United Kingdom.