

# Courtyard Studios

## Terms and Conditions for Studio Hire

### SAFETY AND SECURITY

The client will be required to complete a studio booking form and brief risk assessment before work commences in the studio. Courtyard Studios does not accept responsibility for loss or damage of any goods. All equipment and property are left on the premises at the client's own risk. It is in the client's best interest to ensure they have sufficient insurance to cover themselves, colleagues, clients and guests for any eventuality (see Insurance requirements section below). The Studios are alarmed and have 24 hour protection. All clients, guests and visitors must ensure that they take all reasonable steps to ensure their own safety and that of others whilst on the property. Courtyard Studios will not accept responsibility for any injury or loss caused.

### BOOKING

The client will notify Courtyard Studios if any children under the age of 18 will be on the premises, any persons with disabilities or special needs, any use of naked flames, pyrotechnics, smoke machines, any live animals/reptiles will be present, any scenes of nudity or a sexual nature. Courtyard Studios reserve the right to halt any activity it deems inappropriate in the studio.

The studio will be booked for the exclusive use of the customer named on the booking form. The client will not be permitted to sub contract or sub let without written permission from Courtyard Studios. Use of the studio outside the hours and price agreed with Courtyard Studios will be subject to additional payment. Hire outside normal business hours (9am-6pm) and not previously agreed will be charged at Courtyard Studios overtime, evening, weekend or night rates. A member of Courtyard Studios staff will be available to you throughout your booking.

### CANCELLATIONS

All cancellations must be received in writing. Confirmed bookings which are cancelled within 3-7 days of booking date will be charged at 50% of total hire fee. Cancellations within 48 hours prior to hire will be charged at 100% of the hire fee. In the event we are able to secure another booking, only the losses will be charged to the client.

### SET / PROPS / EQUIPMENT HIRE

Courtyard Studios must be notified of any deliveries or collections outside of your booked studios hours. Please respect all floors, furniture, equipment and props, especially during set builds and when moving items. All negligent damage, however small, will be charged. The customer shall take good care of the equipment and only use it for the purposes for which it was supplied. Courtyard Studios understands any equipment/sets/props hired from ourselves or others will be used by well trained competent contractors.

### LIGHTING HIRE

Please see separate Terms & Conditions For Hire for Courtyard Studios' in-house lighting division, Apache Lighting.

### EXPENSES

Courtyard Studios reserve the right to claim any additional expenses properly incurred during the course of the hire period but not covered by any quotation

### INSURANCE

The Hirer shall arrange all risks insurance at their own expense in favour of Courtyard Studios as payee to claims and cover a minimum £1,000,000 all risks bodily injury and property damaged. A certificate of insurance naming Courtyard Studios as ADDITIONAL INSURED during the terms of the hire period. The customer agrees to and does hereby indemnify Courtyard Studios, its agents and employees harmless of and from any and all losses, damages, claims, demands of liability of any kind of nature whatsoever, including legal expenses arising from the use, condition (including without limitation latent and other defects) or operation of the equipment rented, and whosoever used or operated during the terms hereof. The customer agrees to pay the hire price for the studio and any equipment rented. Should said studio or equipment be lost, damaged, or destroyed by fire, casualty of any kind, act of God or their act or accident, the customer agrees to pay the full replacement value, or in the event of damage, agrees to pay the accrued hire, loss of earnings plus the cost of damage. Obligation to pay shall only cease at point of payment for all losses suffered by Courtyard Studios.

### PAYMENT

A 50% deposit is required with a completed studio booking form. Please confirm all estimated costs and terms prior to hire. All orders are subject to acceptance by Courtyard Studios. Payment on new accounts is strictly prior to use of studio and equipment or COD until credit is established. Credit terms are 14 days from the date of invoice. Any due amount unpaid shall be liable to interest at 2% above the Bank of England base rate. We normally allow 5 working days for your cheque to clear if payment is made before the booking. Payments by cheque should be made payable to Courtyard Studios. If paying by card (Debit, Visa, Mastercard), the payment will be made to Courtyard Studios' owner Paul Dixon, and appear on your statement as such. There are no additional charges made for the use of a card. Your card will be charged within 24 hours (please read terms for cancellation). Every transaction is subject to address verification, otherwise other identification may be required in order to process your booking form.

### FORCE MAJEURE

Although Courtyard Studios shall use all reasonable endeavours to discharge its obligations under this contract in a prompt and efficient manner, it does not accept responsibility for any failure or delay caused by circumstances beyond its control. Courtyard Studios does not accept any responsibility for any malfunction or breakdown, however arising of the facility or equipment hired. Nor for any loss whether financial or otherwise. Courtyard Studios reserves the right to cancel this agreement or any verbal agreement relating to his hire with due notice.

### APPLICABLE LAW

This agreement shall be governed by the laws of England and Wales.