

STUDIO HIRE BOOKING FORM

Booking Terms and Conditions

All studio hire bookings are subject to the following terms and conditions.

Definitions

In these terms and conditions the following expressions have the following meanings:

Contract:	The studio hire booking form which incorporates these conditions.
Client:	The person or company who purchases services from Studio 62.
Hire Period:	The period of time for hire of the studio premises and related facilities and equipment which has been ordered by the client on the studio hire booking form.
Equipment:	All fixtures, lighting and other equipment supplied by Studio 62
Studio Premises:	The photographic and filming studio and associated rooms available for hire from Studio 62.
Website:	www.studio62.co.nz

Booking

A booking is considered firm after receiving a non-refundable 50% deposit payment, an email confirmation and a completed copy of this studio hire booking form (available on the Studio 62 website). The client must include set-up and take-down time within the hours booked or pay applicable over-time charges.

Payment and Cancellation

The fees payable shall be as listed in the price list displayed on the Studio 62 website. All studio bookings must be paid in full within the seven working days following the hire period. (Cheques should be made payable to Tim Watson and posted to 119 Melbourne Road Island Bay Wellington 6023. Internet banking details will be supplied on request). Late payments will be subject to a weekly accumulating 5% penalty fee.

In the event of any cancellation, deposits are non-refundable, and cancellations within 24 hours of the hire period will be charged the full studio booking fee.

Use of Studio Space

The client shall only use the studio premises for photography or filming and only for the hire period agreed on the booking form. Over-time must be approved in advance in writing by Studio 62. To arrange over-time, please call Tim Watson on 021 825 999.

The studio premises and equipment hired by the client are only available for the use of that client and those named on the booking form during the hire period. The client is not permitted to sub-contract, sub-let or otherwise allow any third party to use or occupy the studio or use the equipment or consumables without the prior written permission of Studio 62.

Studio 62 shall insure the studio premises and the equipment against all normal insurable risks but not further or otherwise. The client shall be responsible for insuring their own equipment and personal property and that belonging to their servants and agents whilst it is on the studio premises.

During the hire period the client and their servants / agents shall abide by the following rules:

1. The client must ensure that his own public liability insurance is operative for all persons in the studio during the hours of use, to cover any accident, injury or death.
2. Nothing shall be done or permitted on the premises or adjacent to them which may cause nuisance, damage or disturbance to the owners or occupiers of adjacent premises.
3. No smoking is allowed on any part of the studio premises.
4. Noise shall be kept to a reasonable level and the client and their agents and servants shall respond to any request to reduce the noise level if necessary.
5. The client and their servants / agents shall take all reasonable steps to ensure that

- the studio premises and equipment are not damaged, removed or altered in any way.
6. The client is responsible for ensuring that the security and fire alarm systems are not tampered with or activated except in instances believed to be a genuine emergency.
 7. The client shall abide by all relevant statutory health and safety procedures.
 8. Any materials used in connection with sets constructed by the client shall be removed immediately from the studio premises by the end of the hire period.
 9. The studio premises shall be immediately surrendered to Studio 62 at the end of the hire period in the same condition as they were at the beginning of that period.
 10. The client shall be responsible for removing all rubbish and belongings from the studio premises by the end of the hire period. (Or incur disposal costs).
 11. The client and any of its servants / agents shall not become intoxicated or behave in such a manner which would result in them being unable to safely occupy the studio premises or operate any equipment.
 12. The client must ensure that all persons under the age of 18 have parents' or guardian's permission to be at the studio, for the purposes of the photography or filming, during the period of studio hire.
 13. The client shall ensure that neither they nor their servants / agents shall perform any illegal acts or create anything which is illegal or which infringes any applicable laws or third party rights whilst on the studio premises.

Breakages, Losses and Damages

1. 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.
2. All equipment and services are supplied by Studio 62 entirely at the risk of the client. Studio 62 shall not be liable for any loss or damage to materials or props or equipment, including consequential loss and loss of profit however caused, arising out of the use or the inability to use the equipment supplied or agreed to be supplied.
3. No alterations, decorations or additions to the studio are permitted without the written consent of Studio 62.
4. The client shall pay any costs incurred by Studio 62 arising out of any breach of these conditions.
5. The client must notify Studio 62 at the time of supply if the condition of the equipment or studio space is not acceptable.

Termination

Studio 62 may terminate any hire contract if the client shall be in breach of any of the terms and conditions.

Your Details

I would like to hire Studio 62 studio premises as below and agree to the terms and conditions of hire stated in this document:

Name	Signature
Physical Address	
Phone Numbers	
Email / Website	
(Today's) Date	
Hire Dates / Times	
Project Description	
Special Requirements	

Please scan and email this completed form to enquiries@studio62.co.nz or post to 119 Melbourne Road Island Bay Wellington 6023.