

General Terms & Conditions:

1. On booking a studio for the purposes of filming, photography or performance, the Studio Client accepts that he/she is satisfied with the facility and that he/she has deemed it to be suitable for the purposes of the hire.
2. Spectrecom operates a strong publicity campaign using our popular online presence. With the client's consent, we will carefully and respectfully use some of the images/footage from the shoot on our website, blog and social networking site for promotional purposes.
3. Verbal confirmation is not an accepted booking confirmation method and a studio hire booking is only confirmed once a booking form has been filled out and the terms and conditions read and accepted by the hirer.
4. The studio hire hours start from the time the hirer enters the studio or the agreed booking time.
5. The studio has been treated for sound to reduce external noise and to limit internal echo as much as possible. The Studio Client accepts that he or she has checked the sound qualities of the space(s) to be hired and that he or she has deemed it to be suitable for the purposes of the hire.
6. On completion of the last day of a shoot, Studio Clients are responsible for clearing the studio and hospitality areas used by them, of all lighting equipment, furniture, shooting equipment, food, drink, props and general waste except where provided by the studio. Charges will be levied if the Studio has to remove any of these items.
7. On completion of the last day of a shoot, set-building waste created by the Studio Client must be removed. If waste is left at the premises, the Studio will hire a commercial skip and pass the associated costs for removal, together with a £50 administration fee, onto the Studio Client.
8. The Studio Client agrees to compensate the Studio for loss, damage or distress to equipment, facilities, or to the fabric of the Studio itself, if caused by the Studio Client.
9. The studio premises are located next to a residential area. Studio Clients must respect the studio's neighbours by keeping noise to a minimum between the hours of 10:00pm and 8:00am, especially when arriving and leaving.
10. The Studio cannot under any circumstances be held responsible for fines incurred by Studio Clients and their visitors who park their vehicles in contravention of prevailing traffic laws.
11. Studio Clients must not use the public roads and pavements surrounding the studio premises to store any items, including, but not restricted to, shooting equipment, set-building materials, props, costumes or lighting equipment.
12. Smoking is not permitted anywhere within the studio premises.
13. The studio is covered by employer's liability insurance. The Production Company is responsible for its production insurance.

STUDIO CHARGES

14. The standard period of studio hire is 10 hours, overtime is charged hourly on a pro rata basis.
15. The studio manager and other crew are charged at £50 per hour overtime for every hour over the agreed hire period.
16. **A deposit of 50% is required to book the studio. The remainder of the fee including charges for additional services must be settled by the Production Company on or before the last day of the studio hire. Charges may apply for cancellation of a shoot within two working days of the scheduled day.**
17. The Production Company is responsible for clearing and cleaning the studio space on completion of the shoot. Failure to do so will result in additional £50 being charged.

STUDIO LIGHTING & ELECTRICAL

1. The studio presumes that anyone operating any of its equipment is competent with its use. It is the studio hirer's responsibility to pre-determine that all crew are capable and qualified for the job they are doing and will be held liable for any misuse or damages incurred.
2. The Studio is only liable for the hiring of equipment where an equipment list is agreed in writing (itemized on booking form) prior to shooting.
3. The Studio is liable for the performance and safety of its own electrical equipment.
4. The Studio Client should ensure that all electric equipment they bring to the studio is PAT tested and safe to use.

5. All lighting in the Studio must be hired from the Studio (at preferential rates compared to industry standard). If the Studio is unable to supply any item of lighting equipment requested by the Studio Client, then the Studio Client may bring this item into the studio from alternative sources.
6. The Studio will provide lighting consumables to Studio Clients at its published rate of charges, but Studio Clients may bring their own consumables to a shoot if preferred.
7. Power output available for each shoot might be restricted depending upon demand. The Studio Client should check with the Studio at the time of booking to ensure that sufficient power is available for the planned shoot.
8. Power cuts from the National Grid are not deemed to be the responsibility of the Studio; the Studio will not be held liable for any losses incurred as a result of power cuts.

HEALTH & SAFETY

1. While in the studio, the hirer is responsible for their own (and third parties employed through them) insurance cover against theft, loss or damage to their own equipment. Waterloo Film Studios will not be held liable for any claims whatsoever made by the hirer or substituent individuals working on any one particular shoot.
2. The hirer is responsible for and liable for their own insurance to cover personal injury to any person to liability to third parties. The Studio has £5m public liability insurance.
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4. Studio Clients are responsible for the health & safety of their shoot.
5. Studio Clients should carry out a hazard assessment prior to their shoot.
6. Studio Clients must acquaint themselves with the Studio's emergency procedures prior to shooting. These will be found at the entrance lobby to each studio, and in the Main Reception area of the building.
7. In the event of injury, the Studio provides a First Aid Kit. However, the studio is unable to provide First Aid qualified personnel.

SECURITY

1. The Studio wont be held responsible for Studio Clients' lost, stolen or damaged goods or equipment on the studio premises at any time. All goods and equipment are brought onto the studio premises entirely at the owner's risk.
2. Any parking provided by the studio is used at one's own risk – the studio accepts no responsibility for any damage or theft to any vehicle.
3. By signing this booking form; you agree:
 - i. The described nature of the shoot: music, drama, commercial, corporate, performance, etc.
 - ii. The precise nature of any paint-work to be carried out by the studio together with associated costs.
 - iii. To abide by the payment terms.
 - iv. The amount of electricity to be available to the studio on the day(s) of hire.
 - v. Only requested hospitality rooms are to be included in the studio hire.
 - vi. Only to bring the specified amount of people to the shoot (crew, cast, production).
4. The client should inform the Studio of certain aspects of a shoot that might necessitate specific precautionary measures or the provision of additional facilities or services. These include, but are not restricted to:
Excessive noise - including music playback, set-builds, nudity, use of pyrotechnics, inflammables, smoke, liquids, etc. Doing stunts, working with children or animals.