



# Studio Fees 2016

Full Day Hire (9-5 pm)	\$288.00
Half-Day Hire (4.5 hours)	\$229.00
3 Hour Hire	\$171.00
1.5 Hour Hire (minimum)	\$90.00
Out-of-hour surcharge	Additional 10% on total booking
Additional fee per hour (out of hours)	\$45.00
Cleaning Charge	\$55.00

*Prices not inclusive of GST.*

## BOOKINGS & PAYMENTS

1. Bookings are confirmed upon acknowledgement in writing from Cog Studio. Until this acknowledgement has been received the booking **is not confirmed**. For full day and half-day bookings, a 50% deposit (of the invoiced amount) is required on confirmation. The remaining balance must be settled within 5 working days from end of hire (preferably on the day).
2. We accept provisional bookings for a short period of time (½ day). In order to be fair to other clients we reserve the right to cancel a provisional booking if you are unable to confirm the booking by the end of this time.
3. Failure (*no-show*), for a booking will incur **100% of the total booking fee**.
4. Cancellations with less than 48 hours notice will incur a charge equal to **80% of the agreed total fee**
5. Cancellations between 48 hours and 7 days notice will incur a fee equal to **20% of the total booking fee**.
6. If cancellations are out of your control you must submit in writing, your application for cancellation. Please note, cancellations will not be taken over the phone, they must be requested and put into writing. Email cancellations to; [admin@cogcreativespace.com](mailto:admin@cogcreativespace.com)
7. Cancelled bookings (due to unforeseen circumstances) and rescheduled can apply the cancellation fee to a new hire without additional charge.
8. Ordinary hours of studio bookings are Monday to Friday, 9am - 5pm. If your booking falls (or extends) outside of these times, an additional surcharge is added. Weekend surcharge is an additional 10% cost (on the full amount) and 'Hours outside of 9-5' is 10% for every additional hour.