



# Studio Terms & Conditions

To help keep the studio a great shared community space, here are our studio Terms and Conditions. We ask you follow them and if you have any queries feel free to contact us.

**Importantly, we keep our pricing structure low to keep this space accessible for the industry. Please understand if you cancel or there is a 'no-show', you will be charged under the Terms and Conditions set below. Often, when we secure your booking we are unable to take other bookings at that time and this is at loss to the enquirer and the studio.**

## TERMS AND CONDITIONS

### STUDIO USAGE

1. Please leave the space as you found it
2. Please sweep the studio floor and clean ANY black marks left behind
3. Return all equipment to its original location/state
4. Ensure you tidy and clean the kitchen (including any dishes you use)
5. Remove rubbish from all areas of the studio
6. If you are using the space in working hours, please be respectful of other's using office / alternate studio spaces
7. Please note that the kitchen and toilets are shared with studio members.
8. The studio is not suitable for shoots that involve sound recording as there may be ambient noise from the studio and from outside.
9. Cog Creative Space is a smoke free environment, we ask that all smokers do so from the adjoining sidewalk
10. If props / makeup / styling / tools could potentially impact the studio environment, please use drop cloths, or ensure you clean thoroughly after use (e.g. henna / glitter / paint etc.). This includes the hair/makeup room.
11. Studio 1 has a sprung floor. This is a specialised floor that needs considerable care. If your shoot (in any way) could compromise the quality of this surface, we recommend you use Studio 2.
12. Stiletto shoes must NOT be worn on the sprung floor as this can cause irreparable damage. If you require high heel shoes to be worn for a shoot, let us know and we can supply a sheet of vinyl to protect the area.
13. The studio walls are supplied clean and white, but not immaculate – the studio is subject to basic wear and tear due to the nature of the soft vinyl floors. It is expected that due care will be taken and that the studio floors and walls will be left in the same condition as when you arrive. If you use the chalkboard, it needs to be cleaned before leaving the studio please.
14. Toxic, flammable or dangerous materials or fluids must not be brought into or used in the studio. Likewise, no hazardous or dangerous activities are permitted in the studio

Note: We have created a 'pack-down' checklist for you to refer to when you complete your session. If the studio is not left to the condition it was found, you will be charged a standard cleaning fee of \$55.00 + GST. Any damage caused to property or studio space, you will be charged the appropriate replacement/ repair fee.

### 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**



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## **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.
9. Lighting and other equipment hire can be arranged and the hirer accepts full responsibility for any damage incurred and all care must be taken with equipment at all times. If equipment does break (or require repair) during your booking, please let us know in the 'communications book' located in the main studio.

## LIABILITY

1. Cog Creative Space and the resident creatives will not be liable for the death of or injury to any person using a studio or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the client in using a studio except where death or injury is caused by the negligence of Cog Creative Space. It is expected all hirers book with the appropriate public liability insurance.
2. The studio will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at a studio (including loss or damage to vehicles or their contents in the car park) either by the client for their own purposes or by any other person.
3. The client will indemnify Cog Creative Space and the resident creatives against all such liabilities as are mentioned in these Terms and Conditions.
4. Cog Creative Space and the resident creatives will not be liable for any loss due to any failure of supply of electricity or water or flood, fire, government restriction or natural disaster which may cause a studio to be temporarily closed or the hirer to be interrupted or cancelled.

Your booking is subject to the terms and conditions being met. On the booking form, we ask you to acknowledge you have read and understood the above points.