**Studio 13**

Welcome to Studio 13, we are looking forward to hosting your session. The terms for hiring are below.

1. **Studio hire rate is for 10 hours ex VAT.** We will include an additional hour either end of your session for set up and pack down.

2. Start and end times are flexible. **Overtime charged at 15% of the day rate p/h.** Overtime includes setup/pack down on additional days for large sessions.

3. Assistant engineer and equipment access is included. All equipment is subject to availability, Studio 13 is not responsible for additional equipment hire.

4. An assistant must be present to supervise equipment set up.

5. Damages incurred by the client are evaluated and added to the final invoice.

6. **An engineer is not included.** We can provide one for additional cost.

7. Late sessions past 10pm cover assistant engineer's transportation home.

8. Please agree on the food and miscellaneous expenses budget and specify who will make the purchases in advance of the session. Any costs we incur will be added to the final invoice including snacks, toiletries and alcohol.

9. Additional services i.e. piano tuning, hard drives and extensive use of tape will be added to final invoice.

10. Studio 13 is not liable to retain any client files. You are responsible for retrieving files at the end of your session.

11. Cancellation within 24 hours incurs full-day charge.

12. Filming is subject to additional charge and only in rented spaces; contact studio manager for more details.

13. Please smoke on the private terrace on the first floor.

**PLEASE NOTE: Full payment for all confirmed days must be made prior to the first day of recording or the session will not be granted entry. Alternately we accept a P.O. number from a major label, with full payment due within 30 days. Incidental costs for overtime and expenses will be settled in a separate invoice.**

**Please sign and return these terms to confirm session agreement.**

**Signed by …………..…………..……       Signature …………………….………**