

## Glass Arch Studio

### TERMS & CONDITIONS

**This agreement contains our Studio Hire Terms & Conditions. These Terms & Conditions apply to all confirmed bookings and we recommend that you familiarise yourself with them before booking any of our services. Should you have any questions please contact the studio directly by emailing [info@glassarchstudio.com](mailto:info@glassarchstudio.com)**

In these conditions the following expressions have the following meanings:

“The Renter” any person or firm or company dealing with Glass Arch Studio or any servant or employee of such a person firm or company.

“Equipment” all studio fixtures and other equipment provided by Glass Arch Studio or by its nominated sub-contractors.

“Studio” the premises of Glass Arch Studio for the time being where the services and equipment are provided.

By booking the studio space, Renter(s) agree to the following Terms and Conditions:

1. The term of the rental is for the date(s) and time(s) selected upon booking.
2. The standard full day hire is 8 hours; 9am til 5pm.
3. The standard Half Day Hire is 4 hours either; 8am til 12pm OR 1pm til 5pm.
4. The rental period shall start and end as set forth in this Agreement, unless otherwise agreed in writing prior to booking the space; set-up and clean-up time must take place during the agreed rental period.
5. Overtime charges begin if the studio is occupied outside of your booked hours and will be charged pro-rata with a minimum of 1-hour charge. **Overtime is charged at £100 per hour and is subject to availability.**
6. Full payment is required before the date of your rental. The date and studio/rental items are not reserved until payment is received by the Studio.
7. The studio may be used for legal business activities only. Smoking is not permitted in the building. Smoking is permitted outside the building. The Renter(s) is responsible for clean up of smoking-related debris (ashes, cigarettes, etc). The Renter will not do anything which causes or threatens to cause any nuisance, annoyance, damage, disturbance, inconvenience or injury to the service provider or any other occupier of the studio's accommodation.

8. Photography, meetings, and workshops must stay contained within the studio; The Renter(s) are permitted to use the shared Kitchen and communal spaces for preparation and consumption of food, and break-out purposes only.
9. The Renter will be present at all times during the hire period. The Renter will not leave the space unattended at any time during the hire period.
10. The Renter will place any rubbish in the bins provided, during and before the end of the hire period.
11. The Studio agrees to provide the studio in good working order but makes no special guarantees as to said studios' functionality or suitability to Renter's purposes. The Renter is entitled to use the entire studio, stands, props and any furniture in the studio at the time of rental. The Renter is not entitled to access the mezzanine or storage areas. The Studio is not liable for acts out of its control that affect the shoot, such as power outages, weather, emergencies, or Acts of God. The Renter agrees to return all equipment, studio, and furniture in the condition it was provided and to immediately notify the Studio of any damage, failure, or change in equipment provided. Studio furniture must not be removed from the studio. Please do not move any pieces larger than a single chair without two people present to move it without dragging the legs.
12. The Renter agrees to pay for any repair or replacement costs of equipment, furniture, flooring, or studio that the Renter damages within 3 business days. In the event that the Renter's employees, Renter's contractors, Renter's clients, or any and all Renter's visitors damage any equipment or studio, Renter agrees to pay for any repairs or replacements necessary within 3 business days. The Renter agrees to leave the studio in the condition it was found, or a £150 cleaning fee will be issued.
13. The Hallway must be kept clear at all times during the rental period. In particular, the fire exit must not be obstructed in any way, at any time of the rental. No Bags, boxes or props are to be kept in the hallway during the rental period.
14. There is no warranty that rented items are free of defects.
15. The Renter agrees that the Studio holds no liability for any damage or injury caused by use of rental items to Renter or any third party. The Renter assumes all risk of personal property damage or personal injury. If any accident involving the Studio's rental items has occurred while it is in the Renter's possession, the Renter shall make the Studio aware by written statement of details of occurrence of event including police report and names and addresses of witnesses, if applicable.
16. We will not insure any furniture, equipment or goods that you bring into the studio. Any furniture, equipment or goods brought into the building is at your sole risk and you should maintain your own insurance for this.

17. The Renter must obtain and maintain adequate liability insurance to cover all persons that will be on the premises.
18. The Studio will not be held liable for any injuries or accidents to the Renter, Renter's employees, Renter's contractors, Renter's clients, or any and all Renter's visitors that occur within or outside the studio premises.
19. The Studio shall have the right to inspect the equipment, studio, and furniture at any time during the rental term.
20. If a breach of any of the provisions of the Rental Agreement occurs, the Studio has the right to revoke Renter's access to the equipment and studio without any liability to and without prejudice to the Studio, the right to receive payment due or accrued to and including date of revocation.
21. Refund requests must be made in writing and will be responded to promptly by management. If equipment, furniture, or studio time is ordered and delivered, but not used, no refund will be approved.
22. The studio, shared areas, and building remains the sole property of the landlord. We are giving you no legal estate or interest in it nor any lease, tenancy & easement. We are allowing you just the personal right to share the use of the studio on the specific days and times booked.
23. You will allow us, our Landlord and any of our respective agents and employees to enter the accommodation at any time without prior notice in order to carry out any routine inspection, cleaning and maintenance or for any other purpose in connection with the studio.
24. You will take good care and use with respect the studio and all equipment, fixtures and fittings provided in the studio and you will be liable for any damage caused by you, your employees or any person that you have permitted or invited into the studio.
25. You will comply with all health and safety and fire regulations.
26. Termination. We reserve the right to terminate this contract with immediate effect. On termination you will be required to vacate the premises immediately.

**BY CONFIRMING YOUR BOOKING YOU ACKNOWLEDGE THAT YOU HAVE READ THESE TERMS OF USE, UNDERSTAND THE TERMS OF USE, AND WILL BE BOUND BY THESE TERMS AND CONDITIONS.**

**Glass Arch Studio  
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