

# SpaceLightStudio Hire

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## Terms & Conditions

- ❖ A booking for the Studio space, with or without hiring equipment, is considered your agreement to our Terms and Conditions. You will be asked to sign a copy on your arrival.
- ❖ The hirer must accept that they are satisfied with the equipment and facilities offered by **SPACELIGHTSTUDIO** and that it is suitable for the purpose of the hire at the time of making a booking.
- ❖ Use of the Studio space is to be specified at time of booking. **SPACELIGHTSTUDIO** has several rooms and we need to know in advance which are required on the day.
- ❖ **SPACELIGHTSTUDIO** will hold you responsible for any loss, misuse or damage to the Studio space or equipment.
- ❖ Any equipment or items brought to **SPACELIGHTSTUDIO** is done so at the owner's risk. The hirer will also be responsible for their own or any third parties insurance cover against theft, loss or any damage to their own equipment as well as personal injury cover for all members of their team.
- ❖ A Studio Manager will be on site ahead of your arrival and available during your day. If you require specific or technical assistance – this can be organised **in advance**. Rate supplied on request.
- ❖ Backdrop usage is charged at £5 per metre used. Should you require specific colours, they can be ordered at least 4 days' notice.
- ❖ Please refer to our website for a list of available equipment.
- ❖ Setup and clearing down times are included in the time slot booked. You will be charged for additional hours required according to the rates at the time of booking.
- ❖ You must ensure that the Studio space is left in a reasonable condition at the end of your session.
- ❖ **SPACELIGHTSTUDIO** is part of a creative workshop environment and the entrance and communal areas are to be kept clear and doors to be kept closed at all times.
- ❖ Limited parking is available onsite by prior arrangement only. There are public car parks nearby if required.
- ❖ Locked cupboards are available for storage of small equipment, but the Studio doors must be locked if not attended.
- ❖ Please be aware that there is a primary school situated behind the building and we cannot guarantee silence in the Studio space at all time.