



## Terms and Conditions of Hire

- Bookings will remain a pencil hold until a 50% (non-refundable) deposit has been received
  - Pencil holds will be held for 48 hours, in which time the deposit is required
  - Deposits may be transferred depending on the circumstances
  - The studio will contact you prior to cancelling your pencil hold allowing you the opportunity to process payment of the deposit
- Full payment is to be received 24 hours prior to your booking taking place
  - If payment, or proof of payment has not been received, Studio Northbridge may refuse entry
  - Cash payments can be received on the day, only by prior arrangement with the Studio Manager
  - Credit card details must be provided in place of a bond, in case of damages, \$500 will be withheld
- Parking is available nextdoor within the Wilson parking bays
  - Unloading equipment can be done by temporarily parking at the front door
  - Please be advised that parking in the bays immediately outside the building, not within the Wilson bays, will be at your own risk. The bays are monitored by parking inspectors and fines may be issued.
- Booking times include bump in and out. Additional time is charged by the half hour
- Equipment belonging to the studio is not to be removed from the studio and all due care must be taken while using the equipment and studio space
- Any damage caused during the course of the hire must be reported to the Studio Manager immediately and costs to repair or replace the damaged items may be on-charged to the person hiring the studio
- Cleaning fees apply if the studio requires extensive cleaning after your hire or we are specifically requested to paint
- Public Holidays incur an additional surcharge of 20% in addition to weekend rates
- Tax receipts will be provided at the time payment is received in full

## Cancellations

We understand that cancellations are sometimes unavoidable. Please contact us as soon as you know you have to cancel or reschedule your booking.

- Depending on the circumstances, you will be offered an opportunity to reschedule, meaning you won't lose your deposit
- Cancellations or rescheduling of bookings with less than 48 hours notice will mean a loss of deposit
- Unfortunately cancellations on the day are non refundable

Please ensure your clients are aware of this policy.