

# Studio Booking Policy

## **Recording Studio Booking**

A booking is considered “on hold” (not confirmed) until a purchase order or a cash deposit is received. 50% [Fifty Percent] deposit is required in advance, unless alternate arrangements have been made with the client, in order to have the booking be considered "locked-in". A minimum of an 2 Hour Session is required for a booking.

We reserve the right to be paid in full before the session for clients without a booking history. Funds must clear before the start of the recording session.

## **Session Start & Overtime Charges**

Session start time begins at the schedule time even if the artist is not present. Same-day start time changes may incur additional charges. Overtime is billed hourly after a session exceeds 12 hours. Overtime is 10% of the daily rate per hour or partial hour.

## **Mastered Audio & File delivery:**

Masters and audio files which include project files will be delivered to the client on the basis that the final payment has been made towards the session booking or project. Once final payment has been made, the masters including all other audio and project files become property of the person who has paid for the session. This does not include reference MP3's which may be delivered as and when requested.

## **Cancellation Policy:**

While we understand that in certain circumstances clients need to cancel sessions, this however causes a financial inconvenience not only to the studio but for the engineer too.

You must give at least 48 hours' notice to cancel a studio session; otherwise, there will be a “non refundable” 50% cancellation fee.

If a cancellation occurs less than 24 hours prior to a session, we reserve the right to collect the entire session fee to cover the loss of booking for the studio and engineer.

## **Late payments:**

Late payments of invoices issued will be subject to a late payment fee of 15% of the invoiced amount after 7 days of the invoice due date and will be added to the invoice at the end of each month.

If an account is past due, immediate collection and legal action may begin. In addition to the studio charges, you are responsible for all legal and collection fees.

This policy is effective as of 06 June 2021.