



Sandra Sergeant

Photography

Studio Hire

Please read this document and ensure you agree with these terms before you hire the studio.

- There is a strict no smoking policy in all areas of the studio.
- Please do not use sprays of any kind.
- All models under 18 must carry their parents' written consent for the assignment and be accompanied by an adult. Youthful models should also carry ID.
- The studio is not sound proof therefore please respect our neighbours and keep your music to an appropriate volume. Similarly, you may be able hear traffic, machinery, music or voices outside.
- Please leave the studio as you found it and take your rubbish with you.
- Items that have been left behind will be disposed of, if uncollected after 7 days.
- Any dangerous, pornographic, illegal or negligent practices or activities observed will result in the termination of the shoot.
- Never leave your party unattended in the studio

Keep safe

Trip hazards	Keep cables tidy and allow enough room for safe movement of your party.
Tip hazards	Always keep one leg of the stand aligned in the direction it's facing
Burn Hazard	Allow modelling lights to cool before you move them or change attachments
Glass cuts	Use the protective covers for the lights when the bulb is cool enough.
Damage	Make sure all your adjustments are secure before you move any equipment.
Large groups	For health & safety reasons, the studio may not contain more than 8 people.

T: 01256 478 422

I: www.sandrasergeantphotography.com

M: 07919 525 929

E: info@sandrasergeantphotography.com

16 The Street, Old Basing, Hampshire RG24 7BW





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Rental time

Familiarise yourself with the facilities, its equipment and these studio rules before your shoot. The studio will be available to you for the times we have agreed. Rental time begins when the first person of your party arrives and ends when the last person in your group leaves the studio. Please keep this in mind when planning your shoot. If you need extra time to set up or break down and clean up, factor this in to your rental time. If there are no other bookings and you need some Extra time, you may purchase extra studio time in advance for £25 per hour. On the day of your shoot, if you overrun, Additional time will be charged at £30 per hour.

Insurance

Make sure you hold adequate insurance to cover any damage caused or injury sustained to you or your party during your hire of the studio.

Fees

Studio rental	£25.00 per hour Half day rate £75.00 for 4 hours Full day rate £125.00 for 7 hours
Extra time	£25 per hour
Additional time	£30 per hour only if there are no other bookings
Wall repainting	£150
Cleaning	£50

You will be invoiced for the Studio rental fee in advance of your booking. Please settle this invoice before your shoot commences. After your shoot, a separate invoice will be issued covering, Extra time, Additional time, Wall repainting, Cleaning and costs for damages as appropriate. This must be settled within 14 days.

Cancellations

If you need to cancel your shoot, any fees paid will be carried forward to your new shoot date. No fees will be refunded. If I need to cancel your shoot I will offer you a new shoot date, or if you prefer a refund of any fees paid.

Equipment

Equipment will be made available in good working order, but make sure it is suitable for your needs.

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Damage

Please report any damage, spills, accident, marks, stains and breakages as soon as they happen so that the environment can be made safe. You are responsible for the costs to bring the studio and equipment back to its normal working condition and you will be invoiced accordingly.

Problems

Please let me know immediately if:

- there is something that you don't understand.
- something doesn't work as you expect.
- you need something that is not included in our agreement.
- there is something that your client/stylist/model/photographer has asked for.
- someone has had an accident or is injured.
- you need me to help in any way.

Have a great shoot!

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