

# Studio 95 Photographix Rental Policies

Updated 12/2011 Version 4

We want to thank you for selecting Studio 95 Photographix (S95P) to use as your photography and videography location. In order for you may have productive and safe session/shoot, we ask that you work with us under the following policies.

**Your signature (photographer) on this document acknowledges that you, your crew, assistant(s) as well as your models, any escorts, children, friends or family members, makeup artists, hair stylists, wardrobe stylists have been made aware of these policies. There is a place for each person involved in your photoshoot to sign on this document and a copy can be provided to anyone that requests it.**

1. The safety of you and all involved in your shoot are your first priority. S95P will not be responsible for injuries as a result of your rental of the facilities.
2. We will request photo ID of the person renting the studio and all models involved with the shoot. S95P has a registration and liability waiver that needs to be filled out before you may begin setting up. Please arrive 15 minutes before your scheduled start time. Any person attempting to use a fake or altered ID will result in the Milford Police Department being called to review the use of forged documents.
3. S95P will not permit any shoots that are deemed illegal under the laws of the state of Connecticut and the USA.
4. Any models that are under the age of 18 years **MUST** have one parent or legal guardian present at the time of registration.
5. S95P is not responsible of any of your items that are lost, stolen, forgotten or damaged; or those items that are brought to our property by models, crew, escorts and anyone else involved in or visiting during your shoot. Any and all items left in the S95P building for more than 30 days, becomes the property of S95P.
6. Your time begins at the pre-determined scheduled time. Our registration and waiver forms must be filled out before you begin your shoot. These documents can be provided ahead of time upon request. We are available to assist you with set-up, to ensure that your time is used as efficiently as possible.
7. The end time you select will be the time you need to be packed and walking out the door. You can book additional time if there are no other appointments after your scheduled end time.
8. If you run past your scheduled end time and keep another client waiting, you will be billed at a rate of \$10 per every 5 minutes past your scheduled time.
9. S95P has a wide variety of props, outfits and backgrounds. We ask that you take excellent care of them and caution your models and crew to do the same. Where possible, use of common props will be at no charge. "Special" props will have an additional rental charge.
10. Any equipment made available by S95P that is damaged by you, your crew, models, escorts or anyone involved with or visiting the shoot by accident, neglect or carelessness, is subject to a fee for repair or replacement.
11. S95P has a list of recommended models, make-up artists, hair-stylist, and additional photographers should you need it. You are the person that will make final booking and payment arrangements with these professionals. S95P will not act as a booking agent.
12. S95P only permits the use of extension cords that have grounding plugs with 3 wire connectors.
13. Any shoots that will require the model to wash down at the end of the session will need to be disclosed prior to your start time. You are responsible for cleaned up before you leave the studio. If you do not, an additional cleanup fee may apply.
14. No fires, flames, sparklers, etc. are permitted without a written request prior to the shoot and is contingent on Milford fire codes and regulations as well as the safety of all involved.
15. S95P has an overhead garage door to the studio should you need to move a large amount of gear. You are responsible for the careful planning and handling of any vehicles or items that you bring in through this door.
16. Included in the rental fee are two (2) rolls of 9' background paper that you may use. You will be responsible changing the roll. In the event of noticeable tears, scuff-shoe marks, paint, etc. you will be charged at a rate of \$4 per foot.
17. Firearms, knives, etc. – Must be checked in upon arrival. You are responsible for following the gun laws for the State of CT and a permit must be presented prior to rental. We encourage you **not** to use working guns as props. Under no circumstances will any live ammunition be permitted in the studio with any guns! All knives must be in protective sheaves; other sharp objects, i.e. axes, spears, arrows, etc. must be wrapped with a protective cover.

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18. Animals are permitted on a case-by-case basis. This is for the safety of the S95P employees and the other renters that day. If you do receive approval to bring your animal(s), you are responsible for any mess they make as well as their security and safety and the safety of anyone or any other animal they come in contact with. If they escape your control, any additional studio time involved with the capture of the animal will be charged at the standard rate.

19. Food & Liquor: Any items you bring will need to be cleaned up before you depart. As the renter, if you provide liquor to those involved in the shoot, you are responsible for their behavior and actions while in the Studio and under the laws of the State of Connecticut as well as their safety after they leave the Studio to their next destination. Under no circumstances will liquor be consumed by anyone under the age of 21 years old while at S95P.

20. Booking/Deposit and Cancellation Details

In the event of cancelation of your booked time please call as soon as possible and tell us the reason you need to cancel, we might be able to help you.

**Studio Rental (under 4 hours):**

- a. If you cancel 7 or more days before your booked time, there is no penalty.
- b. If you cancel 7 days to 24 hours before your booked time, there is a 50% fee of the booked basic rental period that will need to be paid before you can book with S95P again. Your fee MAY be credited toward your next scheduled appointment and may be used for studio rental time only.
- c. If you cancel less than 24 hours before your appointment, you will need to pay for the entire time you booked the studio. S95P will try to give you a credit for the amount of time you paid for. This credit cannot be used during peak times (Friday at 12pm through Sunday at 11pm) and may be used for studio rental time only.

**Studio Rental (4 hours and up):**

- d. Before ANY date or time is held on the S95P calendar, a 1/3 deposit of the total studio rental fee is required (i.e. 4 hrs @ \$45/hr = a \$60 deposit). This deposit is applied to your total rental fee on the day of your shoot.
- e. If you cancel, you will forfeit your deposit; however S95P will give you a credit for a future shoot for the amount of time you paid for. This credit cannot be used during peak times (Friday at 12pm through Sunday at 11pm) and may be used for studio rental time only.

**Production Services:**

- f. Before ANY date or time is held on the S95P calendar, a 1/2 deposit of the total estimated fee is required. This deposit is applied to your total rental fee on the day of your shoot. A fee will be provided to you in advance and is an estimate of the services you requested. The final fee will be tallied on the day of production and is expected to be paid in full at the conclusion of the shoot.
- g. If you cancel, you will forfeit your deposit; however S95P will give you a credit for a future shoot for the amount of time you paid for. This credit cannot be used during peak times (Friday at 12pm through Sunday at 11pm) and may be used for studio rental time only.

These Policies are subject to change and should be reviewed each time you book our facility. By signing and dating this document you are confirming that you have read through the S95P policies completely, understand each line item and will communicate the information to everyone involved with your shoot.

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Printed Name and Signature	Date	Role (Photographer/Model, etc.)
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