



Hello.

Thanks for choosing our studio for your shoot or event.

We love our studio and everything in it and we appreciate your assistance in helping ensure our studio remains a presentable, well kept studio. Please read these Terms & Conditions carefully to ensure your booking runs smoothly.

Terms & Conditions

Bookings & Overtime Fees

- The booking fee must be paid in full prior to the booking date.
- All [Studio Rules](#) must be followed by the hirer and their attendees. Failure to comply with the [Studio Rules](#) may result in the immediate shutdown of the studio, the hirer and their attendees asked to vacate the studio and all booking fees surrendered.
- The booking period represents the access period. Access will not be granted before the booking period starts and bump-out *must* be completed by the end of the booking period. Overtime fees of AU\$200.00 per hour apply and are charged in hour blocks.

Cancellations

- Cancellations made within 7 days of the secured booking date will incur a cancellation fee equal to 50% of the booking fee.
- Cancellations made within 2 days of the secured booking date will incur a cancellation fee equal to 100% of the booking fee.
- If government-imposed restrictions prohibit us from accommodating a secured booking (i.e. Mandatory Covid-19 lockdowns), we will hold that booking fee for an alternate date to be used within 6 months of the original booking date.

Insurance

- The hirer and their attendees use our studio at their own risk. We take no responsibility for accidental or purposeful injury sustained to the hirer or their attendees.
- We take no responsibility for any damage or theft of equipment belonging to the hirer or their attendees.

Operating Hours

- Opening hours for secured studio bookings are 7am to 5pm.
- The studio is closed to the general public.
- Out of hours access *may* be available at an additional charge.

Studio Damage

- The hirer is liable for *any* damage sustained to our studio, building, fixtures, fittings, furniture, props or hired equipment throughout the booking period.

Furniture & Props

- Furniture and props may be rearranged, however, *everything* will need to be placed back in its original position by the end of the booking period.
- Heavy body make-up is *not* permitted on furniture as it stains it.
- Furniture and props may *not* be moved outside the building unless previously approved.

Cleaning

- The studio must be left in the condition it was entered, which includes studio-provided furniture and props being carefully placed back where they were found as stated in the [Studio Rules](#).
- Cleaning fees of AU \$110.00 will apply if the studio is left messy or disorganised.
- Non-destructive set decor (eg. Confetti, glitter, smoke machines, etc.) may be used, however, all traces must be cleaned up before the end of the booking period to avoid a cleaning fee. A vacuum and broom can be provided if necessary.
- Destructive set decor (eg. Fake blood, smoke flares, paint or anything that could temporarily damage our spaces, furniture or equipment) may not be used without being previously approved. Failure to comply with this may result in the immediate shutdown of the entire studio, the hirer and their attendees asked to vacate and all booking fees surrendered. The hirer is liable for any professional cleaning services needed to rectify any temporary damage caused throughout the booking period.
- General rubbish must be placed in the provided bins and any excessive rubbish (eg. Disposable set pieces and props) must be taken from the premises by the hirer.

Parking

- At least 3 average car parks are available for the hirer and their attendees during standard operating hours.
- Larger vehicles may enter the driveway to unload, but then secure free street parking until bump-out.

Studio Rules

House Rules

- The studio *must* be left in the condition it was entered, which includes studio-provided furniture and props being carefully placed back where they were found. Activities that could permanently or temporarily damage our studio, building, fixtures, fittings, furniture, props or hired equipment will result in the immediate shutdown of the studio. This includes activities that would require professional cleaning services to rectify temporary damage such as smoke flares, heavy body makeup, fake blood, etc.
- Food and drinks are not allowed within the themed spaces. Please eat outside or in the break area in the back of the studio.
- Media productions must cover the feet of any stands with tennis balls or similar protective equipment (tennis balls can be provided).
- Strictly no smoking in the studio or within 20m of the studio entry.
- No pets unless previously approved.
- No pornography of any kind.

Access Rules

- Access will not be granted before the booking period starts and bump-out *must* be completed by the end of the booking period. Overtime fees will apply.
- To avoid handover congestion, please do not arrive any more than 15 minutes prior to the start of your booking period.
- Please ensure all attendees have vacated the studio by the end of the booking period to avoid overtime fees and awkward late handovers. If you suspect your booking may go overtime, please book the studio for an entire day.
- We have a limit of 15 attendees for media productions. Please contact us directly if you'd like to book this space but exceed this limit.
- General rubbish must be placed in the provided bins and any excessive rubbish (eg. Disposable set pieces and props) must be taken from the premises by the hirer.

Furniture & Prop Rules

- Furniture and props may be rearranged, however, *everything* will need to be placed back in its original position by the end of the booking period. Please note that some of our items are vintage and require a great deal of care when repositioning and need to be lifted *not* dragged.
- Furniture is for talent only, please bring what you need for media production crews separately.
- No standing on the furniture, or using the furniture in a way that could damage it (eg. sitting on the back of the couches).
- Heavy body make-up is *not* permitted on furniture as it stains it.
- Furniture may *not* be moved outside the building unless previously approved.

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