

VISUAL STUDIO TERMS & CONDITIONS OF USE



1. Booking Confirmation and Payment Terms

- 1a. A booking is considered as confirmed after Tribe Urban Studios receives cleared balance payment.
- 1b. Please note that bookings are not confirmed until payment is made and unfortunately we are unable to hold your slot until payment is cleared, therefore we advise you to secure your booking as soon as possible.
- 1c. Once the payment of the invoice has been made, we shall send you a booking confirmation.

2. Booking Times

- 2a. Bookings times start as per confirmed time. We advise that you arrive at least 15 minutes early in order for you to start on time as we cannot guarantee that there won't be a booking straight after.

3. Set Up and Take Down Time

- 3a. You must also include set up, take down and clean up time within the hours booked.

4. Cleaning & Leaving the Studio in Reasonable State

- 4a. Studio or venue space must be left in reasonable state at the end of clients booking to avoid additional cleaning charges.

5. Number of Attendees

- 5a. Tribe Urban Studios prides itself in ensuring a safe environment for all its users, due to the current global pandemic we can only allow a maximum of 10x attendees in the studio at any one time.
- 5b. All attendees are required to fill out our COVID-19 declaration form and submit it 48 hours before the day of arrival.

6. Covid 19 Regulations

- 6a. As previously advised, please ensure all attendees fill out our COVID-19 declaration form and submit it 48 hours before the day of arrival.
- 6b. Attendants who do not fill in the Covid-19 declaration form will not be allowed into the building including the person who booked the studio.
- 6c. The COVID-19 Declaration form will be sent with your booking confirmation once payment has been confirmed.

7. Minors

- 7a. Clients must ensure that all minors under the age of 16 are always accompanied by a chaperon. Minors must have parent's or guardian's permission to be at our premises, and/or to be photographed or filmed as relevant.

8. Use of Equipment

- 8a. If you request lighting, sound or other equipment, all equipment used must be returned promptly at the end of the hire period in the original condition, and you will be liable for repair or replacement cost for any missing or damaged equipment.
- 8b. You may not without the written consent of Tribe Urban Studios: remove the equipment from the studio premises; modify or alter or tamper with the equipment in any way; use the equipment in a manner not recommended by the manufacturer; nor allow the equipment to be used by any untrained or unauthorised personnel.
- 8c. Any required equipment, prop or studio booking add-ons must be requested and added to booking in advance to ensure availability. We cannot guarantee the availability of any equipment or prop where it has not been specifically requested, confirmed and added to your booking (listed in booking confirmation email).
- 8d. Studio users who have paid for the use of the TV and/or projector can connect their own device through our hdmi port or with the use of a usb drive.



8e. The building is equipped with wifi signal and this is accessible through a guest account. Please note this is a free service which is not set up for the purpose of live streaming and there are no guarantees from our part as to its speed and reliability.

8f. Consumable coloured paper backdrops are provided for the Hirer's use. Any damaged paper will be charged at £8.99 per metre.

9. Breakages, Losses and Damages

9a. You (the client) or any other person(s) during booking time are responsible for any breakages, losses or damages caused to the premises or equipment.

9b. All equipment used is at your risk and Tribe Urban Studios shall not be liable to the client for any loss, damage, expense, or for any consequential loss arising out of or in connection with; any damage to or loss of property by you or any third party; any breakdown, stoppage or failure of the facilities/equipment provided by Tribe Urban Studios.

9c. Alterations or an addition to our premises or equipment is not permitted without prior written consent.

9d. You must check any equipment provided and must notify Tribe Urban Studios at the time of supply if equipment is damaged or if the condition of the equipment is not acceptable. You are responsible for any breakages or damage if Tribe Urban Studios was not notified at the time of supply.

9e. The studios are fitted with CCTV. Images are solely recorded for the purposes of crime prevention and may also be used and saved to claim for any damages incurred during the booking.

10. Booking Changes and Cancellations

10a. All studio hire bookings are non-refundable.

10b. Studio hire booking times cannot be changed and once a payment has been received we are unable to move dates for free as we may have dates booked consecutively.

11. Termination

11a. Tribe Urban Studios may terminate any booking or hire contract if the client is found to be in breach of any of the terms and conditions.

12. Noise

12a. Speakers are provided and music can be played inside premises at a moderate and reasonable level. You are asked to consider other occupants and neighbour residents when using our facilities.

13. Littering and Waste Disposal

13a. You must not litter and drop waste on the inside or outside of our premises, and must put all litter in internal bins or in specified rubbish and recycling bins which are located outside of our premises. Additional bin bags will be provided and clients are responsible for ensuring all waste is disposed off and outside spaces are kept clean and litter free. Failure to do so will result in additional charges.

14. Infinity Cove Painting

14a. Infinity Cove floor painting fee is £80. This charge is applicable if the cove is excessively marked and not left in reusable condition (mopping of the floor is normally sufficient when not excessively marked and we can supply a mop). The cove will not always be freshly painted/spotless at the start of bookings but clients can request for the cove to be painted prior to bookings for £300 if required. Our rate for re-painting of the entire cove to any colour of your choice is £600.

15. Outside policies

15a. Do not congregate in the communal areas outside the property

15b. Ensure attendees do not disrupt or cause inconvenience to nearby neighbours during bookings as well as when arriving and leaving.

15c. Tribe Urban Studios has a limited number of parking spaces directly outside the Studio and is unable to guarantee the availability of spaces for any specific time or day. It is the Hirer's responsibility to ensure that adequate parking/transport arrangements are made in respect of any personnel attending our premises during the Hire Period. Please notify us prior to your arrival as extra spaces can be arranged.

15d. Parking is at the user's own risk and Tribe Urban Studios accepts no responsibility for theft, damage or any other loss occasioned to vehicles parked on its premises.

15e. Do not park in neighbours parking bays. We have 4 parking space allocated for clients (additional parking available within estate overflow can be requested).

15f. Any video/photo shoots outside the property in communal and car park areas is not permitted.

16. Health & Safety, Best Practice and Public Liability Insurance

16a. You are responsible for ensuring your session is run in line with current health and safety legislation and best practice guidelines. Tribe Urban Studios takes no responsibility for the content or health and safety of the Hirer.

16b. Tribe Urban Studios hirer Insurance will only cover defects with Tribe urban Studios property. We are not liable for and cannot cover loss of your personal property. Hirers need to have their own insurance to cover any situation involving loss or injury to a member of the public as a result of their own activities.

16c. If a session involves participants who are under the age of 18 or classed as vulnerable adults the Hirer is responsible for ensuring that the relevant DBS checks have been obtained.

17. Variations

17a. These Terms and Conditions are valid at time of booking and are subject to variation.

