



Dixon Road Studio 2: Booking Form and Terms & Conditions

Date		Time	
Full / Half Day		Confirmed?	
Client Name		Client Email	
Client Phone Number		Deposit Paid?	
Number of Parking Spots Required		Prop Deposit Paid (£100)?	

Any Requests?	
---------------	--

Prop Requests: Circle Y/N

Chesterfield Red Sofa (1)	Y / N	Dried Flower Bouquet (Large)	Y / N
Indian Style Rug (1)	Y / N		
Wooden Restaurant Chairs (4)	Y / N		
Wooden Coffee Table (1)	Y / N		

Thank you for choosing Dixon Road Studios. Please read the terms and conditions below and check the details above are correct.

Our address is

Studio 2, Unit 1-2 Bonville Business Estate, Dixon Road, Brislington, Bristol. BS4 5QQ

1. Terms of use:

a. Equipment

Dixon Road Studios agree to provide a basic photographic studio space consisting of; an infinity wall, blackout blinds, 2 x soft box lights with bulbs, a clothes rail, basic kitchenette with various items, a mirror, changing area and some additional furniture.

b. Parking

Parking is available. Please notify us upon booking how many spaces are required and we can confirm and allocate these for you. One space is included within the hire cost. Up to two additional spaces will be charged at £10 per half / full day.

c. Access times

The hirer can hire Studio 2 Monday to Saturday 09:00am – 6:00pm No keys will be provided, the team will give you access on the day and lock up after you.

d. Equipment and Cleaning

Dixon Road are happy for equipment that is in the kitchenette and within the space can be used provided it is returned clean and well looked after.

Dixon Road Studios agrees that all equipment is PAT tested and safe to use by the client.

Dixon Road Studios expects the hirer to leave the studio and kitchenette area how they found it. All equipment must be returned to its rightful place, any kitchenette items washed up and returned to their rightful place, any dressing rooms etc are left clean, tidy and back to how they were when the hire started. A member of Dixon Road Studios will be on hand to ensure this happens at the end of the hire and we will have a cleaner to come in to do a deep clean, this is already included in the daily fee.

If the studio space is left in a particularly bad state and there is evidence of mis-use then Dixon Road holds the right to terminate any future bookings and retain any deposits for damages.

Any abuse of this will immediately terminate the contract and a fee may be charged. The hirer agrees to pay any replacement/repair costs for any damage caused during their hire period.



Dixon Road Studio 2: Booking Form and Terms & Conditions

e. Infinity Cove Care

Dixon Road Studios will brief all hirers on the use of the infinity cove. These instructions will include, but not limited to;

- No shoes (apart from if needed for the shoot) to be worn when standing on the infinity cove
- Do not put any weight on the curve itself as it is not strong
- General scuffs will be ignored however, if any severe damage such as, large marks, paint/pen damage, holes or any signs of general mis-use, Dixon Road Studios will charge the repair amount as set out on the damages/repair charges document.

f. Deliveries

Dixon Road Studios does not agree to any deliveries being made to our site.

g. Storage:

For hirers using the space on consecutive days, if you require any overnight storage for items this will need to be agreed in advance with a detailed list of items.

h. Forms

You will be required to complete a checking in and checking out form. These will be inspected after each usage and Dixon Road Studios have the right to terminate the contract if they are not completed correctly.

i. HACCP

Dixon Road Studios agree to carry out a yearly HACCP of the space to ensure that it is safe.

2. Payment:

A Deposit of 80% is required at the time of booking of the total bill. This is a non-refundable deposit unless the hirer cancels their booking 48-hours prior to the booked date.

The final 20% will be due at the latest 48 hours prior to the hired date.

On agreement of this contract we will require a £100.00 refundable deposit which will be refunded to you on termination of the contract. This is to cover any loss or damages within the hire period.

On agreement of this contract you agree to pay an additional £25.00 for every hour you use the space over your agreed allocated time.

Payment may be made by credit card, automated transfer or online transaction via 'paybylink' into the account quoted below.

Starling Bank

Account Name: Dixon Road Studios

Sort Code:

Account Number:

Please use your booking name as a reference for BACS payments

When we undertake bookings for a client for any services, we will approve payment only once we ourselves have been paid. Dixon Road Studios reserves the right to cancel or suspend the performance of the contract if payment dates are not adhered.

3. Bookings

a. Booking notice

We require at least 48 hours' prior notice of your booking. Dixon Road Studios have a right to refuse requests based on availability..

b. Cancellations



Dixon Road Studio 2: Booking Form and Terms & Conditions

Dixon Road Studios have a 48-hour cancellation policy. This is non-negotiable. If you cancel after the 48-hour cancellation window you will be charged 80% of your fee based on your booking.

c. Fee

A quote will be provided by email to you. By signing this contract you, the hirer, agree to this quote. This is non-negotiable.

4. Loss and Damage:

Any breakages, loss or damage, caused by the client will be charged to the client at the full replacement value. By signing this contract, you, as the hirer, agrees to pay any replacement/repair costs for any damage caused during your hire period. Dixon Road Studios agree to send the original quote in advance and will await payment from the hirer before fixing. Failure to comply will result in a court order.

5. Complaints:

Any complaint must be received by the company in writing within 14 days from the date of the hire concerned.

6. Forms required:

All hirers must provide the following forms prior to hiring the space:

- Signed contract

If you are a business or self-employed will also require:

- Business/Self-Employment insurance
- Public liability insurance

7. Limitation of liability:

Dixon Road Studios is owned by Mesa Catering Limited who have Public Liability cover for up to £10 million. It is strongly advised that the Client takes out an insurance policy of it's own to cover personal accidents, cancellation and other possible effects. The liability of Dixon Road Studios/Mesa Catering Limited in respect of all claims arising under any contract shall be limited to the amount of the price or charges payable to Dixon Road Studios under such contract.

Accidental damage, loss or injury on site should be covered by the Client's own insurance and no claim can be accepted by Dixon Road Studios/Mesa Catering.

Dixon Road Studios and Mesa Catering Limited are not liable for any equipment or personal belongings that you bring on site.

10. Law of contract:

The performance, validity, construction and all aspects of the order shall be governed by English Law and the parties agreed to submit exclusive jurisdiction of the English Courts.



Dixon Road Studio 2: Booking Form and Terms & Conditions

Dixon Road Studios Confirmation Page

Client Name: _____

Date of Event: _____

Venue: ___Dixon Road Studios - _Studio 2_____

I / We confirm that we would like to hire Dixon Road Studios – Studio 2, as quoted, and as may be amended by future quotations.

I / We have read and understood the Terms & Conditions as stated and agree to them

Signed on behalf of the Client

Client Name

Signature Date

Signed on behalf of Dixon Road Studios

Katie Packham (Director)

Please return by fax or post to
Dixon Road Studios,
Unit 1-2 Bonville Business Estate,
Dixon Road,
Bislington
Bristol
BS4 5QQ