

# THE HUB — STUDIO HIRE TERMS & CONDITIONS

The person booking and paying for a facility at The Hub is referred to as the 'client' within this document. The client is responsible for adhering to the following policies:

## BOOKINGS

Clients must request to book the facilities by communicating with the Hub staff members via phone on: 01452 923950, or via email at: [bookings@themusicworks.org.uk](mailto:bookings@themusicworks.org.uk) or, by visiting the Hub in person. The Music Works staff members will confirm when your booking has been made.

## RECORDING/REHEARSAL BOOKING

Clients making Recording/Rehearsals bookings need to factor in setup, pack down and mixing time to your sessions. All sessions start and finish at the time of the proposed booking time, sessions will not be carried over to complete mixes, setup or pack down. Unless the studio is booked prior to a session you will not be entitled to have music sent or mixed on behalf of the studio outside booking hours, the studio will need to be booked in advanced to complete such activities.

## CANCELLATION – FEES AND CHARGES

The Music Works reserves the right to cancel the clients booking at any time.

If The Music Works needs to cancel your booked session, you are entitled to a full refund for the period that you have booked. The Music Works reserves the right to cancel your booking at any time. If you cancel your booked session with more than 48 hours' notice, you are entitled to a full refund for the period that you have booked. If you cancel your booked session with less than 48 hours' notice, The Music Works will refund you 50% of your paid period.

The Music Works have the right to charge a late cancellation fee for booking of the studio, to avoid this cost clients must give at least 48 hours' notice for rehearsal/recording bookings cancellations. The fees shall not be reduced on account of the client's failure to use the studio for any or all of the period of the booking and/or if the client cancels their booking during the booked session.

The Music Works operates a three-strike policy for failure to attend or give notice of non-attendance to pre-booked sessions. On the first occasion, no contact will be made from The Music Works. On the second occasion, the client will be informed by The Music Works of their second non-attendance/failure to provide notice and that payment is required in advance of the third and final opportunity to make a booking. If non-

attendance/failure to notify happens a third time, The Music Works reserves the right to not accept any future bookings from the client.

## **EQUIPMENT**

By making a booking the client acknowledges that they are be responsible for ensuring the suitability of the studio for the client's purpose. Any equipment that the client brings with them is compatible with the studio and in a good working order. Any problem or damage caused by use of clients own equipment will be the entire fault of the client. The Music Works is not liable for the clients own equipment.

In the event of studio facility breakdown or equipment failure, The Music Works will aim to either replace equipment to use within the facility or refund the client the booking fee in respect of the booking and shall have no liability or obligation to the client beyond this.

If the client damages The Music Works equipment, the client is liable and responsible to pay the cost of repair or replacement. Failure to pay results in a discretionary ban from The Music Works facilities.

## **RIGHTS & FILE MANAGEMENT**

The Music Works does not retain any copyrights for any of the material performed or recorded within any The Music Works occupied facilities. It is the clients responsibility to claim any rights for music or sounds that are not properly owned or retained. The Music Works is not responsible for the safe storage or transfer of material stored on physical or cloud-based drive.

## **BEHAVOIR**

The client and any associated parties that attend the facility with the client will behave in a manner deemed appropriate by The Music Works staff. The Music Works staff have a right to ask for the client or associated parties to treat the equipment with respect and treat other members of staff or other clients within the facility with respect.

## **ALCOHOL & CONTRABAND SUBSTANCES**

The Music Works operates a strict zero-tolerance policy on alcohol, drugs, and other contraband substances on the premises. Clients will be asked to leave the facility by a staff member if alcohol or drugs are consumed by the client whilst in the facility.