



LUNDINSTUDIO

Terms and Conditions of Hire

ADDRESS

LundinStudio
Studio 2 / Studio 3
21 Cemetery Road
Helensburgh NSW 2508
Phone +61 403 938 831
ABN 38 169 887 144

PAYMENT

Full payment is required on booking. We accept Bank EFT plus Visa, Mastercard, American Express and PayPal. Your credit card transaction is privately and securely handled by PayPal.

AUTHORISATION

Identification (driver's licence or passport) and an authorised credit card must be provided prior to your Hire period. These will be used for security in the event that additional hire charges are due or the studio or equipment is lost or damaged.

CANCELLATIONS & REFUNDS

Notification of cancellation must be received at least 72 hours prior to booked date for a full refund. No refund will apply if less than 72 hours notice is given. Rescheduling is available at the discretion of LundinStudio.

TERMINATION

LundinStudio has the right to terminate the hire if the Hirer has been found to have breached the terms of hire or damaged the Studio(s) in any way. The Hirer agrees to leave the premises immediately, to forfeit the remainder of the hire and to pay for any damages.

LEGAL LIABILITY

The Studio Equipment or Studio remain the absolute property of LundinStudio. The Hirer accepts full responsibility for any damages arising from the Hirer's use of LundinStudio premises, including but not limited to, personal injury and equipment damage. The Hirer will be liable for any loss, breakage or damage caused to LundinStudio equipment or fixtures and fittings and will be charged the full replacement cost of these items. LundinStudio does not accept any liability for any monies held at the premises belonging to the Hirer or for any loss or damage to the equipment or personal effects of the Hirer or the Hirer's associates.

OUR INSURANCE – EXCLUSIONS

Our insurance does not cover the following:

This list is not limited and is subject to our insurer and our insurance policy.

- (i) Intentional damage or loss;
- (ii) Gross negligence or wilful damage;
- (iii) Damage caused by electrical currents;
- (iv) Damage caused by domestic or wild animals;
- (v) Theft of unattended unlocked vehicle, Studio or site;
- (vi) Not using the Studio in accordance with our directions;
- (vii) Not using Equipment in accordance with directions of the manufacturer;

YOUR INSURANCE – CERTIFICATE OF CURRENCY

The Hirer agrees to obtain their own Public Liability Insurance for personal injury and for any damage to property and valuables stored within the Studio(s) and onsite. The Hirer will provide a copy of their Certificate of Currency for insurance to LundinStudio for the period hired.

YOUR LICENCE, ACCREDITATION OR CERTIFICATION

If the Hirer is providing training or other services that require them to be licenced, accredited or certified, the Hirer will provide a copy of their licence, accreditation or certificate valid for the period hired.

PERMITTED USAGE

The Studio(s) are specifically designed for film and video productions, photoshoots, business meetings, seminars, workshops, corporate events and other business or creative ventures. LundinStudio reserves the right to refuse hire if we consider that usage is outside these intended uses, however, every request for hire will be considered. Smoking is not permitted inside the studios. Animals are not allowed on the site without prior approval by LundinStudio.

PARKING

Parking space is marked for each Studio and there is ample street parking for more cars. It is the Hirer's responsibility to ensure proper parking of their vehicles within these areas.

ACCESS & SECURITY

Access to the Studios will require payment of a \$320 bond per Studio plus \$25 per key issued. The bond will be repaid once all keys are returned at the end of the hire period. Lost keys will incur a replacement fee of \$320 per Studio and \$25 per key as all locks and keys will need to be replaced. If a gate remote is also required, a bond of \$100 plus \$50 per remote issued is payable. The bond will be repaid once the remote is returned in working order. A LundinStudio staff member will be on-site during initial use of the Studios, to ensure that the Hirer is properly inducted. It is the Hirer's responsibility to ensure the Studios are securely locked when not in use.

INSTALLATIONS

If the Hirer wishes to install any equipment or fixtures into the building, permission must first be sought from LundinStudio. We may allow you to do so at our own discretion.

FURNITURE, FIXTURES & EQUIPMENT

All care should be taken with any furniture, fixtures or technical equipment owned by LundinStudio including, but not limited to, all lighting and equipment. Only experienced personal should work with this equipment. The Hirer is not to remove the light heads from the lighting supports/pendigraphs due to potential damage. If removal of light heads is absolutely necessary, LundinStudio must be informed prior to use and all lighting must be properly reinstalled after use.

WALL CLEANING

All wall areas used by the Hirer must be kept clean and tidy at all times. If the studio walls need to be cleaned to bring it back to its original condition, the Hirer will be charged a minimum \$90.00 cleaning fee. To assist with this, cleaning products are available in the Studio(s). If the walls need to be painted by our staff to bring it back to its original condition, the Hirer will be charged a \$370.00 repainting fee.

GENERAL CLEANING

Please ensure that the premises are left clean and tidy. All rubbish and food scraps are to be taken from the premises upon leaving. The bins must be emptied and all surfaces cleaned. The floor must be vacuumed and all personal belongings taken from the studio. If the studio or studio floor needs to be cleaned to bring it back to its original condition, the Hirer will be charged a minimum of \$90.00 cleaning fee. To assist with this, cleaning products are available in the Studio(s).

ELECTRICITY

Single Phase Power is included in the Hire cost. LundinStudio provides Three Phase Power at a cost of \$50.00 per day per Studio.

INTERNET

The Hirer may make use of the Internet (ADSL 2+) provided by LundinStudio. The internet is powered by Telstra and we will do our best to ensure you are connected 24/7. However, we cannot guarantee a continuous connection due to any unforeseen downtime, maintenance or fault caused by Telstra.

All prices are in Australian Dollars and exclude GST.

I agree to abide by the 'Terms and Conditions of Hire' as set out above.

Signature

Full Name

Organisation

Date

Tax Invoice No