

TERMS AND CONDITIONS

The following terms and conditions of **Kiki Melissa Studio** are to be fully agreed and understood, and will automatically apply when the booking is confirmed.

I. Definitions

In these conditions the following expressions have the following meanings:

"KMS" as Kiki Melissa Studio.

"The Customer" is any person or business dealing with KMS or any servant or employee of the studio.

"Services" shall include all studio space or facilities and the services of assistants and other personnel of KMS or of any sub-contractor of the studio.

"Equipment" shall include all fixtures, electronics and other materials provided by KMS.

"Studio" refers to the premises of KMS for the time being where the services and equipment are provided.

II. Studio Hire

1. The **Studio** is available for use between 9am and 6pm (Monday to Saturday). Use outside these hours or the booked time frame shall be charged at the published overtime rates unless previously agreed in writing or discussion with **KMS**.

Early arrival is encouraged and recommended.

2. A **50% deposit** is essential to secure **advanced** booking by cash or bank transfer; otherwise, fees must be paid in full. Proposed hire date cannot be reserved until deposit is cleared. In case of cancellation, deposits are **NOT** refundable.

3. Bookings may only be extended with the prior consent of **KMS**. Extra costs may apply.

4. The **Studio** is available for the exclusive use of the **Customer** who made the booking, and the **Customer** is not permitted to sub-contract, sub-let or otherwise permit any third party to utilise the **Studio** without the prior consent of **KMS**.

5. The **Customer** is responsible for any loss or damage to the **Equipment** or the **Studio** caused by or arising from the **Customer's** use/misuse, or by any servant, agent, employee or sub-contractor of the **Customer**.

6. Any materials used in connection with sets constructed by the **Customer** shall be removed from the **Studio** at the end of the hire period at the expense of the **Customer**.

7. No alterations, decorations or additions to the **Studio** are permitted without the consent of **KMS**. At the end of the hire period the **Studio** must be returned to the pre-hire condition. The **Customer** shall pay any costs arising out of any breach of this condition.

8. **KMS** shall not be held responsible for any event outside its control, such as power cut or natural disaster.

III. Hire of Services and Equipment

1. All **Equipment** and **Services** supplied by **KMS** are entirely at the risk of the **Customer**. **KMS** shall not be liable for loss or damage of any kind to material or props or equipment, including consequential loss and loss of profit.

2. All **equipment** supplied to the customer is in good condition. The **Customer** must notify **KMS** at the time of supply if the condition of the equipment is not acceptable.

3. Under no circumstances shall **KMS** be liable for any loss or damage including consequential loss or damage however caused, arising out of the use or the inability to use the **Equipment** supplied or agreed to be supplied.

4. The **Customer** may not, without the written consent of **KMS**: (i) Remove the equipment from the **Studio** premises; or (ii) modify or alter or tamper with the **Equipment** in any way; nor (iii) use the **Equipment** in a manner not recommended by the Manufacturer; nor (iv) allow the **Equipment** to be used by any untrained or unauthorised personnel.

5. Any damages or breakage will be charged at full cost (for repairs or replacement) and will be payable before end of hire.