



## Conditions of Hire

### Topline summary:

- Standard day = 08:00 – 18:00 on a week day
- You, as the hirer/production company (referred to in this document as the ‘Studio Hirer’) are responsible for your own insurance and a copy of your cover will be required prior to shooting in our facilities or hiring any equipment or crew.
- 100% up front payment to book the studio and all facilities.
- On completion of shoot, we require full payment of (should there be any) additional electric rates + clearance + over-time + additional crew + extras & consumables.
- Overtime is payable at our per hour rate of 10% day rate total from quotations.
- VAT is payable at 20% for UK registered non-charitable clients.
- All studios have controlled access via unique ID cards, these are issued for your shoot by Sandstorm on the day of the shoot. We can issue as many or as few as you like per shoot, all cards not returned are charged at £15 per card.
- All personnel entering Sandstorm’s facilities (at March 2021) will be required to take a Rapid Test for Covid-19, this test takes 15 minutes and is carried out by a trained member of our team before you can enter the studios. (at July 2021) You may take a test at home before arriving, we will require a timestamped photograph as proof.
  - Should you require Sandstorm to carry out the tests this cost is charged per head. For Sandstorm end-to-end productions we will cover the cost of administering the tests.
- Food and Drink – we have excellent on-site facilities for drinks, breakfast, lunch and dinner, all provided through Director Club (director-club.com).

You can pre-reserve all of these services and/or book on the day of your production.

  - However, we highly recommend you pay and book ahead through Sandstorm at the time of booking your studio to save disappointment on the day should Director Club be fully booked.
  - As a standard procedure we assume you have deemed the studio stage you are hiring suitable for dining your entire crew also. In some instances we can facilitate crews / clients in Director Club or outside. This is by discretion of Director Club management only.
  - Should you wish to provide your own food and drink we have only a few rules.
    - 1) You cannot consume your food or drink outside of the studio stage you are hiring.
    - 2) You must dispose of your own food and drink waste off-site – all waste must be removed and you will be charged additionally if we have to remove food or drink waste that was not part of a Director Club / Sandstorm package deal.
    - 3) If you require power cables and/or water for your own tea making facilities etc. you MUST provide them yourself.

## General Terms & Conditions:

1. It is your responsibility to judge the suitability of our stages for your project. Do this through a virtual tour, floorplans and site recces. Should you require additional space (or less space) once your hire has commenced you will be charged for the extra space required.
2. Please note that Studio 1 has excellent acoustics but is not completely sound proof, any passing airplanes overhead or large HGV's on site can be heard. Studio 3 is also acoustically treated for dialogue but heavy rain can be heard through the treatment. Studio 2 is treated for audio, but not to a Sound Stage standard, in our opinion.
3. On booking a studio for the purposes of filming, photography or performance, the Studio hirer accepts that they are satisfied with the facility and that they have deemed it to be suitable for the purposes of the hire.
4. With the Studio hirer's consent, we may carefully and respectfully use some of the images/footage from the shoot on our website and social networking site for promotional purposes.
5. Verbal confirmation is not an accepted booking confirmation method and a studio hire booking is only confirmed once it has been confirmed via email and/or PO and paid for in advance.
6. Studio hire hours start from the time the hirer enters the studio or the agreed booking time (whichever comes first) and the end of the hire is based on when you have left the studio completely, after tidying up and returning your passes to reception.
7. On completion of the last day of a shoot, Studio hirers are responsible for clearing the studio and hospitality areas used by them, of all lighting equipment, furniture, shooting equipment, food, drink, props and general waste including cigarette butts discarded in car parks or outdoor area. Charges will be levied if the Studio has to remove any of these items.
8. On completion of the last day of a shoot, set-building waste created by the Studio hirer must be removed. If waste is left at the premises, the Studio will hire a commercial skip (normally £550 + £100 per tonne of waste + personnel time) and pass the associated costs for removal onto the Studio hirer. On average, a studio shoot with a set build costs around £1500+VAT to dispose of including stage time, personnel, heavy lifting equipment and skips.
9. The Studio hirer agrees to compensate the studio for loss, damage or distress to equipment, facilities, or to the fabric of the studio itself, if caused by the Studio hirer.  
Please submit a full copy of your insurance cover prior to shooting with us.
10. The studio premises are located next to a residential area. The Studio hirer must respect the Studio's neighbours by keeping external noise to a minimum.
11. The studio cannot under any circumstances be held responsible for fines incurred by the Studio hirer and their visitors who park their vehicles in contravention of prevailing traffic laws. Please note we have over 40 available parking spaces on site for cars and light weight vans. HGV's and vehicles over 12m in length may struggle to access our site and we have NO on-site parking areas for vehicles of this size. Therefore once a drop has been completed they must leave site.
12. Studio Clients must not use the public roads and pavements surrounding the studio premises to store any items, including, but not restricted to, shooting equipment, set-building materials, props, costumes or lighting equipment.
13. Smoking is not permitted anywhere within the studio premises/stages. All cigarettes that are littered must be cleared before completion of your production. A fee will be levied for the removal and clearance of smoking and general waste left on-site.
14. The studio is covered by employer's liability insurance. The Studio hirer is responsible for its own production insurance – a copy of which must be provided ahead of production commencement.

## Studio Charges

1. The standard period of studio hire is 10 hours between the hours of 08:00-18:00, overtime is charged hourly on a pro rata basis – normally at 10% of the cost of the stage total quotation (example: studio, electric, studio assist).
2. Studio hire rates can be obtained from our website or a member of the team.
3. The studio hire fee for the weekend is charged at the same rate as a weekday, including use of all specified facilities, additional staffing charges may also apply.
4. Crew are available on-site, but are all charged additionally to studio stages – these prices are available on our ratecard or by quotation. Many crew are available by the hour.
5. Mains electricity is not included in your stage hire fee unless you are using a minimal number of small LED fixtures. Any stage will have their electricity usage charged on, normally in advance of a production.
6. All bookings must pay 100% upfront for hires. The remainder of the fee including charges for additional services must be settled by the Studio hirer on or before the last day of the studio hire. Charges may apply for cancellation of a shoot within three working days of the scheduled dates.

## Studio Lighting & Electrical

1. The studio presumes that anyone operating any of its equipment is competent with its use. It is the studio hirer's responsibility to pre-determine that all crew are capable and qualified for the job they are doing and will be held liable for any misuse or damages incurred. Any Sandstorm personnel required to assist in the operation of equipment will be charged on to the studio hirer.
2. The studio is only liable for the hiring of equipment where an equipment list is agreed in writing prior to shooting.
3. The Studio is liable for the performance and safety of its own electrical equipment.
4. The Studio hirer should ensure that all electric equipment they bring to the studio is PAT tested, safe to use and connected to the correctly rated sockets in the studio. Failure to do so will result in additional fees levied for trained personnel to assist you with and/or repair any damaged equipment.
5. The Studio can provide lighting consumables at an additional charge.
6. If you provide your own equipment via a third-party hire firm it is your responsibility to arrange the timely collection of the equipment – within the booked studio time. NO equipment can be left at Sandstorm overnight for next-day collection or collected out of hours without an additional fee being levied.
7. Power output stated on our floor plan is the maximum you will be permitted to use from mains electricity for stage/room booked. We also have a number of on-site generators for additional power. From 40KW to 200KW. The floor plan (on our website) should be provided to a qualified electrician/gaffer to ascertain if additional power is required and it should be booked in advance. It is The Studio hirer's responsibility to check with the studio at the time of booking to ensure that sufficient power is available for the planned shoot.
8. Power cuts from the National Grid are not deemed to be the responsibility of the studio; the studio will not be held liable for any losses incurred as a result of power cuts. However, we have a number of backup generators and will always endeavour to resupply power to all stages, at our own cost, should the issue of power be outside of our / your control.

## Health & Safety

1. While at Sandstorm, the Studio hirer is responsible for their own (and third parties employed through them) insurance cover against theft, loss or damage to their own equipment. Sandstorm will not be held liable for any claims whatsoever made by the hirer or substituent individuals working on any one particular shoot.
2. The Studio hirer is responsible for and liable for their own insurance to cover personal injury to crew and cast, plus liability to any third parties involved.
3. Studio hirer is responsible for the health & safety of their shoot.
4. Studio hirer should carry out a hazard assessment prior to their shoot and issue suitable RAMS for their production to the Studio.
  - a. Please note – if you are hiring our TechnoDolly we have RAMS that you can access upon request.
5. Studio hirer must acquaint themselves with the Studio's emergency procedures prior to shooting. These will be found at the entrance lobby to each studio, and in the Main Reception area of the building.
6. In the event of injury, the studio provides a first aid kit. However, the studio is unable to provide First Aid qualified personnel without additional cost. We have a number of on-site qualified first-aiders should an emergency occur.
7. It is the responsibility of the Studio Client to ensure there is a fully qualified first aider on-stage at all times.

## Security

1. For security purposes all Studio hirers', their crews and cast members will be asked to sign in and out and use our entry ID cards for site access.
  - a. We can issue as many or few cards as you like per shoot, all ID cards lost or not returned are charged at £15 per ID card. It is your productions responsibility to look after these cards.
2. The studio operates internal and external CCTV camera recording equipment.
3. CCTV cameras are located in each studio but in the event of a 'closed set', and with the permission of the studio, these can be covered.
4. The studio won't be held responsible for Studio hirers' lost, stolen or damaged goods or equipment on the studio premises at any time. All goods and equipment are brought onto the studio premises entirely at the owner's risk.
5. Any parking provided by the studio is used at one's own risk – the studio accepts no responsibility for any damage or theft to any vehicle. HGV's and large vehicles must leave site once their drop is complete.

We ask all Studio hirers to encourage good parking, within bays, not blocking car parks or exits.
6. By signing this booking form; you agree:
  - i. The described nature of the shoot: music, drama, commercial, feature, corporate, performance, etc.
  - ii. The precise nature of any paint-work/set builds to be carried out by the studio together with associated costs.
  - iii. To abide by the payment terms.
  - iv. The amount of electricity to be available to the studio on the day(s) of hire.
  - v. Only requested hospitality rooms are to be included in the studio hire.
  - vi. Only to bring the specified amount of people to the shoot (crew, cast, production).

The client should inform the studio of certain aspects of a shoot that might necessitate specific precautionary measures or the provision of additional facilities or services. These include, but are not restricted to: Excessive noise – including music playback, set-builds, nudity, use of pyrotechnics, inflammables, smoke, liquids, stunt work, work with animals or children.

## Studio Cancellations

For Studio bookings, If cancelled within 48 hours of the booking, 100% of fees become payable. We always endeavour to try and refund as much of a booking as possible if there has been no direct cost/implication to Sandstorm and/or the matter is out of your control (especially during Covid-19). Once the booking form has been signed and the studio has been formerly confirmed for use by a corresponding production; any cancellations or change to agreed dates would be liable to incur a cancellation fee.

Sandstorm reserve the right of discretion regarding any changes to dates made after the confirmation agreement. This would purely be dependent on studio space and crew availability for the new dates.

It is your responsibility, as the hirer, to ensure you have adequately assessed and insured your production, failure to do so will result in your booking being cancelled.

Signed (Hirer) \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_