



DREGHORN PHOTOGRAPHY

95 Portman Street
Glasgow, G41 1EJ
Phone 0141 4297457 Mob 07958369169

Studio hire terms & conditions

By reading and signing the following document you acknowledge and agree to all the terms listed below

Hire rate

- I. The Dreghorn Photography studio at 95 Portman Street is hired out at the following rates:
 - i. Standard rate = £15 p/h
Student rate = £10 p/h
 - Mon-Fri: 10am-8pm
 - ii. Weekend Standard = £15 p/h
 - Sat: 10am-6pm
 - Sun: 10am-4pm
 - iii. Outwith normal hours the studio can be hired but at an extra £5 per hour
 - iv. The minimum length of a studio hire is 2 hours
 - Half day booking (4 hours) = £50
 - Full day booking (8 hours) = £100
 - v. Hire charge begins and ends from when the facilities are in use, either:
 - From the time of booking, regardless of late arrival
 - When individuals begin and end using studio facilities. This includes the use of the lounge and changing area
 - vi. Overtime:
 - If a client goes over their allotted time by more than 15 minutes they will be responsible for payment of half an hour
 - If a client goes over their allotted time by more than 30 minutes they will be responsible for payment of the full hour
 - Dreghorn Photography reserve the right to deny overtime hire if there is a potential for schedule conflict

Payment

- I. DEPOSIT
 - i. A deposit must be paid in order to hold a booking. The deposit amounts to 50% of the hire fee. This can be paid in 2 ways
 - ii. By Paypal. All payments should be made to: **info@dreghorn-photography.co.uk**
 - iii. If a studio visit is arranged more than 2 days before the hire then the deposit may be paid in cash. To arrange a studio visit :
 - iv. - Call 0141 429 7459
 - v. - E-mail **info@dreghorn-photography.co.uk**
 - vi. The remaining 50% paid upon arrival at the studio.
- OVERTIME
 - i. Payment for overtime hire will be settled at the end of the hire session

Facilities and equipment

- I. Dreghorn Photography are responsible for the safety and condition of all equipment and facilities at the time of hire.
- II. All equipment is checked to be in working order prior to the start time of the studio hire. Upon arrival this will be demonstrated to the client.
- III. The client is responsible for appropriate use of said equipment and facilities from the start of the hire time until their departure.

Liability

- I. Injury: The client takes responsibility for all injury to themselves and other parties involved in hiring activities.
- II. Property loss/damage
 - i. Client property: The client will be responsible for any loss of or damage to their own property
 - ii. Studio property: In the event of damage necessitating an insurance claim the client will be responsible for cost of repair or the excess on an insurance claim excess

Hire Rules

- I. The storage area is strictly off limits to all but Dreghorn Photography staff. This is for your own safety
 - i. Anyone found attempting to enter this area may be ejected from the premises with no refund
- II. In the event of fire notify any Dreghorn Photography staff immediately
 - i. There are two exits to be used in the event of fire. Those in the studio or office should vacate by the fire exit at the rear of the studio. Those in the lounge or kitchen should exit through the front door
- III. Food & drink may not be consumed in the studio area
 - i. They may be consumed in the changing and lounge areas

Cancellation

- I. PENALTY
 - i. There is no charge for cancellation provided adequate notice (72 hours) is given
 - ii. In the event of cancellation with less than adequate notice then 50% of the agreed rate will be charged as penalty
 - iii. In the event of cancellation with less than 12 hours notice or no notice at all then the client will receive no refund
 - If the only the deposit was paid the client will be liable to the remainder of the hire fee.
- II. PAYMENT ON ARRIVAL
 - i. If payment was agreed upon arrival then the client will be unable to book the studio again until the sum is paid
- III. PAYMENT IN ADVANCE
 - i. If a client has paid in advance then they will be given credit redeemable on the next hire equal to the amount they have paid (minus any penalties listed above).
 - ii. If a client wishes this credit to be refunded as cash they can contact the studio to arrange this

Demonstration of studio equipment completed and shown to be in working order

Tick here if you would like to be added to our mailing list

E-mail: _____

PRINT NAME _____

SIGNED _____

DATE _____

By signing here you agree to these terms & conditions for all instances of studio hire starting from the date given. Should the terms change in any way you will be notified and required to resign the updated form