



TERMS AND CONDITIONS

COVID-19 PROCEDURES – FROM JUNE 2020

- By agreeing to work with MAAN Studios and/or hiring/booking the studio, you automatically agree to our terms and conditions. MAAN Studios may terminate any hire booking contract if any of these terms and conditions are breached. A booking is considered confirmed after MAAN Studios receives cleared funds of studio booking/hire fee.
- Full payment (100%) is required at time of booking.
- By booking MAAN Studios, you agree to a temperature check and screening questions on arrival to the studio.
- It is important if you are not feeling 100% to rearrange your booking for another time.
- Background paper - we ask clients to minimise contact with background papers. If during the booking, clients wishing to sit or lie directly on background papers, a fee of £5 per metre per roll that is used/in physical contact with studio clients. Background paper can only be changed by staff.
- Maximum of 5 people are allowed in the studio. Until further notice we will not be able to accommodate larger groups.
- We kindly ask that any visitors not directly involved/working on the shoot to please remain outside. If you are the guardian/chaperone of someone in the studio, please limit to one guardian in the studio only. There are benches directly outside the studio for those who accompany visitors to the studio.
- It is advisable to use PPE such as masks and gloves while working with clients. We advise photographers and crews to bring their own masks/gloves or alternatively these can be purchased at the studio for a small cost should you wish.
- We hold strict appointment times, allowing sufficient time to sanitize photographic equipment and common areas after each client session. Set up and take down time is included within the timeframe booked, therefore you must vacate the studio by the end of your timeslot to avoid overtime charges.
- If asking to reserve a timeslot in advance over the phone, email or in person, the requested timeslot must be paid for in full no less than 10 days in advance to confirm your booking. Reservations not paid within 10 days of your booking will be release for others to book.
- The studio must be left in its original state as it was found at the beginning of the booking, therefore please clear up within your booked timeframe to avoid overtime charges. MAAN studios reserves the right to charge an appropriate fee for any cleaning required after your booking to restore the studio to its original state. A Hoover, mop and broom is available for your convenience.
- To minimise inconvenience to other studio clients, overtime will be charged at a rate of £15 per 15 minutes over the booked timeslot.
- Studio property and equipment must be treated with care and any damage must be reported. All equipment must be returned promptly at the end of the hire period in its original condition and not used by any untrained or unauthorised persons. The client may not remove the equipment from studio premises, modify or tamper with the equipment in any way or use the equipment in a manner not recommended by the manufacturer. Anything damaged or missing will be charged at full price plus

administration fee and the hiring client is responsible for all breakages, losses or damages caused to the studio or equipment during the use of the studio.

- For photography purposes, please ensure all persons under the age of 18 have parents/guardians permission to be at the studio during the hire period and a guardian or responsible adult over the age of 18 present.
- MAAN Studios is a converted railway arch which is still in use by trains overhead, therefore the studio is not soundproof.
- Please give 48 hours' notice of cancellation for a full refund. There are no refunds if less than 48 hours' notice is given.
- The client hiring the studio must ensure that their public liability insurance is operative for all persons in the studio during the hiring period of use to cover any accident, injury or death.
- No alcohol consumption allowed during shooting.
- Please ensure you take all belonging with you at the end of the booking. MAAN studios are not liable for any items left behind.
- This agreement shall be governed by the laws of England and Wales.
- MAAN Studios is part of LDN Group Ltd.