



# NEWSTEAD

## STUDIOS

### Terms & Conditions – Photography Studios

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**Thank you for choosing Newstead Studios for your photo shoot. We pride ourselves on being a premium facility and appreciate your assistance in maintaining this standard. Please carefully review the below terms and conditions to ensure your booking runs smoothly.**

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#### Bookings

- The Licence Fee must be paid in full prior to the Date of Hire to secure your booking.

#### COVID-19 vaccination requirements

- Hire of the Studio is considered a 'venue for private hire'. Under the Queensland Government's public health mandate (effective 17<sup>th</sup> December 2021) if **any** person attending your shoot is **not fully vaccinated**, a maximum of 20 people can be present in the Studio.
- All attendees will be required to show proof of vaccination upon arrival and Newstead Studios reserves the right to check vaccination status of attendees on the premises.

#### Cancellations

- Cancellations made within 7 days of the Date of Hire will incur a cancellation fee equal to 50% of the Licence Fee.
- Cancellations made within 2 days of the Date of Hire will incur a cancellation fee equal to 100% of the Licence Fee.
- COVID-19 - If government-imposed restrictions prohibit Newstead Studios from accommodating your booking (i.e. lockdowns), we will hold any booking fee for an alternate date within 6 months of original booking.

#### Insurance

- You hire and use the Studio at your own risk.
- Newstead Studios takes no responsibility for any damage to or theft of any equipment you use in the Studio.

## **Cleaning**

- The Studio must be left in the same condition it is found. If the Studio is left in a messy condition (as to which Newstead Studios will be the judge), a minimum \$75 + GST cleaning fee will apply.
- The hirer must place all rubbish in the garbage bins provided.
- The use of glitter, confetti etc. is permitted but must be fully cleaned up by the hirer before the end of the booking (i.e. no trace left on floors, table surfaces, bathroom etc.) Newstead Studios can provide cleaning equipment if requested.

## **Sound levels**

- Please consider others working at Newstead Studios. You must keep music volume to a level that will not disturb or annoy.

## **Hours of use**

- Full day bookings are 7am-5pm.
- Half day bookings are either 7am-12pm or 12pm-5pm.
- An overtime fee of \$150 + GST per hour will apply and will be charged in 15 minute blocks.
- Your booking period represents your access period. Bump-out must be completed by the end of your booking period to avoid overtime charges.
- Out of hours access may be organized with Newstead Studios, and may incur additional charge.

## **Parking**

- Two onsite car spaces are available for all Studio bookings.
- All other vehicles must use on-street parking.

## **Venue Damage**

- The hirer is liable for any damage that the Hirer, its employees or contractors cause to the Studio or the Building, including fixtures and fittings.

## **Furniture**

- The Studio furniture may be used and arranged by the Hirer, but must not be dragged due to risk of scratching floors. Furniture must returned to its original position at the end of the booking.
- No furniture from other spaces within the building may be taken into the Studio without management permission.

## **Cyclorama**

- No pressure or weight is to be placed on the curve of the cyclorama.
- A fee applies to Studio bookings where the Hirer requires repainting of the cyclorama floor. Half floor - \$90 + GST. Full floor - \$150 + GST (the cyc floor is 9.1m x 6.2m). Cyc floor painting must be requested by the Hirer at least 48 hours before the booking.

## **Equipment Hire**

- Please ask us for a copy of our Equipment Hire price list if you would like to hire any photography equipment for your shoot at Newstead Studios.
- All orders must be placed at least 48 hours prior to booking. We are unable to facilitate equipment hire requests made on the day of your booking.