



Conditions of Hire

THE CLIENT HEREBY AGREES TO INDEMNIFY AND HOLD SHOOTINGALLERY STUDIOS, CORP., ITS OFFICERS AND EMPLOYEES FREE AND HARMLESS FROM AND AGAINST ALL LIABILITIES, DAMAGES AND CLAIMS WHATSOEVER ARISING FROM THE USE OF ITS STUDIOS AND ITS EQUIPMENT.

1. Bookings

- a. *By signing this Conditions of Hire, the Client accepts that he or she is satisfied with the facility and finds the Studio to be suitable for the purposes of the hire.*
- b. *The Client accepts the sound qualities of the Studio space(s) and finds it to be suitable for the purposes of the hire. The studio is sound-treated to reduce external noise and to limit internal echo as much as possible.*
- c. *Verbal booking is not binding until: (a) it is confirmed within five (5) days prior to booking; (b) by fully and properly filling out this form and the terms and conditions read and accepted; and (c) by paying the down payment of 50% of the total charges.*
- d. *The down payment confirms the booking and legally binds both parties. The balance shall be paid in full on or before the last day of hire; .In cases of postponement or cancellation, the downpayment is forfeited and therefore non-refundable.*
- e. *The duration of the hire starts from the agreed time indicated in ADDENDUM "A". However, when the client or any of his or her representative(s) enters the studio earlier than the scheduled booking, corresponding charges will apply.*
- f. *The Client is responsible for keeping the hired areas clean, including the lobby, lounge, make-up /dressing rooms, mess halls, restrooms and furniture. At the end of the last day of hire, all wastes must be completely removed. Otherwise, the Studio will have to hire a cleanup crew and pass the corresponding cost plus an administration fee of P20,000.00 to the Client.*
- g. *The Client agrees to compensate the Studio for loss, damage or distress to equipment, facilities, or to the fabric of the Studio itself, if found to be the fault of the Client.*
- h. *The Studios are located next to a residential area. Clients must respect the neighbors by keeping noise to a minimum level between 10:00pm and 8:00am, especially when arriving and leaving.*
- i. *The Studio will not be held responsible for fines or parking tickets incurred by Clients and their visitors who park their vehicles in contravention of prevailing traffic laws, rules and regulations.*
- j. *Clients are advised not to use public roads or other areas surrounding the Studio to leave items including shooting equipment, set-building materials, computers, props, costumes or lighting equipment.*



- K .Smoking is strictly not permitted anywhere within the Studio premises except in designated areas.*
- I. The Production Company is responsible for its production insurance.*

2. Studio Charges

- a. The standard period of hire is eighteen (18) consecutive hours. Hourly overtime charges will apply on a pro rata basis. The fees and other related charges are indicated in ADDENDUM "A";*
- b. A deposit of 50% is required to confirm the studio booking. The balance including overtime charges for rentals and other services or for penalites/fines incurred as a result of any violation of this agreement, shall be settled on or before the last day of the hire.*
- c. Cancellation of a booking made within three (3) days or seventy two hours (72) prior to the start date indicated in ADDENDUM "A" will be charged with a cancellation fee accordingly. The amount will be equivalent to 50% percent of the total cost indicated in Addendum "A". Cancellations made twenty four hours (24) prior to start date indicated in Addendum "A" will be charged the full amount or 100% of the cost indicated in Addendum "A"*
- d. A penalty fee of P20,000.00 for failure to clear and clean the studio on the last day of hire shall be charged to the Client. The time spent for clearing and cleaning in excess of the last day of shoot will also be charged accordingly.*

3. Studio Lighting & Electrical

- a. The Client represents that it is competent to operate any of the Studio equipment; that its crew is qualified for the job they are doing and will be held liable for any misuse or damages incurred during the duration of hire.*
- b. The Client should represent that all electric equipment they bring to the studio is tested and safe to use.*
- c. The Studio is liable for the performance and safety of its own electrical equipment.*
- d. The Studio will regulate the power output requirements of the Client. The Client should therefore give advise at the time of booking to ensure that sufficient power is available for the duration of the hire.*
- e. The client agrees that power loss is not attributable to the fault of the Studio such as force majeure or the like. The Studio is not liable for any damage or loss incurred as a result thereof.*

4. Health & Safety

- a. The Client shall take full responsibility for their own and any third parties employed or anyone who is required or happens to be in the Studio either through their permission or tolerance.*



- b. *The Client holds the Studio free from any liability or claims whatsoever arising from damage or loss incurred for the duration of the hire.*
- c. *The Client is responsible for and liable for their own insurance to cover personal injury to crew and cast, plus liability to third parties involved.*
- d. *Clients are responsible for the safety of their shoot. Clients are therefore advised to carry out a hazard assessment prior to their shoot. Safety belts must be worn when using the catwalks.*
- e. *Clients must acquaint themselves with the Studio's emergency procedures prior to shooting.*
- f. *In the event of injury, a First Aid Kit is available upon request. However, the Studio is not able to provide qualified personnel to administer the initial emergency response.*

5. Security

- a. *For security purposes, studio clients, their crew and cast members (where practicable) will be asked to wear identity cards when on studio premises.*
- b. *Security CCTV cameras are located in selected area of the Studio premises. However, in the event of a 'closed set', the Studio may allow the CCTV cameras to be covered upon request.*
- c. *The Studio will not be responsible for the loss or damage to properties of the Client. All goods and equipment are brought into the studio premises entirely at the Client's risk.*
- d. *The parking space provided by the Studio is used at one's own risk. The Studio will bear no responsibility for any damage or theft to any vehicle or any valuables contained therein.*
- e. *By signing this booking form; you agree:*
 - i. *The described nature of shoot: music, drama, commercial, corporate, performance, etc.*
 - ii. *The precise paint-work 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 for the duration 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).*
- f. *The client must inform the Studio of certain aspects of a shoot that might necessitate specific precautionary measures or the provision of additional facilities or services. These may include but not limited to the following: Excessive noise – including music playback, set-builds, nudity, use of pyrotechnics, inflammables, smoke, liquids, etc. Doing stunts, working with children or animals.*

6. Cancellation & Rebooking



- a. Cancellations, postponements or other date changes are charged accordingly (refer to Item 2C). Once the booking form has been signed and the studio has been confirmed for use by a corresponding production, cancellations or changes to agreed dates will incur a cancellation fee. Shootinggallery Studios Corp. exercises discretion regarding any changes to dates made after the confirmation agreement. This will purely depend on availability of studio space and crew for the requested new dates.

7. Use of Studio Premises

- a. The Client should observe the following rules and regulations which may change without notice:
 - i. No hooks, screws, nails, strings or wires, or the like shall be attached or nailed on walls, convex boards or ceiling that can cause damage on the premises or facilities.
 - ii. Client shall at all times maintain cleanliness and sanitation of the Studio premises.
 - iii. Furniture and fixtures of the Studio are not allowed to be used as props.
 - iv. The Client shall not pollute the premises including the surroundings.
 - v. Use of any dangerous, toxic, noxious, flammable materials is strictly not allowed unless required by the project and with prior permission of the Studio;
 - vi. The studio shall not be used for any offensive trade, business, undertaking, and activities or for any other unlawful purpose.
 - vii. The Studio personnel may, at reasonable hours, enter upon said premises for the purpose of examining the condition of the premises.
 - viii. Spraying, smoking or carpentry works, which may produce dust, is not allowed inside the studio or in any other place not designated for such purpose.
 - ix. No electrical or other equipment / devices shall be used for special effects / purposes without taking the necessary safety precautions against fire or permanent damage on studio premise / facilities
 - x. Client shall provide a duly qualified Electrician

Shootinggallery Studios Corp. operates a strong publicity campaign using our popular online presence. Thus, the client hereby consents, and if the Studio decides to do so, it will carefully and respectfully use some of the images or footages from the shoot in the Studio website, blog and social networking site for promotional purposes.

THE UNDERSIGNED INDIVIDUAL REPRESENTS THAT HE OR SHE IS EMPOWERED TO EXECUTE THIS AGREEMENT ON BEHALF OF THE COMPANY.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

E-mail Address: _____

PRODUCTION COMPANY: _____

Address: _____

**SHOOTING GALLERY
Studios**

3317 Zapote St., Makati City, Philippines
+632.403.7087
shootinggallerystudios@gmail.com



City: _____

Office Phone: _____ Fax: _____

Mobile Phone: _____

(For SGS Representatives Only)

SHOOTINGALLERY STUDIOS CORP.

1196 PABLO OCAMPO ST. EXTENSION, MAKATI CITY, PHILIPPINES

REP PRINT NAME: _____

REP SIGNATURE: _____

DATE: _____

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