



megaphon
STUDIOS

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Terms and Conditions

Bookings

- **Day Bookings:** We describe a **day** as a 'lock-out' from your nominated session start time (including load-in and setup) until whenever you want to finish working, without exceeding 24 hours including pack-up time. Engineer/assistant rates apply from your nominated start time until the completion of your sessions load out / pack up time.
- **Hourly Bookings:** Hourly studio and engineer/assistant rates apply from your nominated start time to the time you and/or the engineer/assistant finishes working in the studio. The pack-up time for hourly sessions is on us.
- The studio reserves the right to move sessions of less than a day if a firm booking for a number of days including that day eventuates.
- Studio rates do not include an engineer or an assistant. Please note that most sessions will at least require an **assistant for setup** (\$75, up to 4 hours' setup) unless your engineer works here frequently.
- All sessions require a **deposit of 50%** of estimated studio costs (detailed on the booking confirmation form) to be paid 2 weeks before commencement of your session. The remaining 50% is to be paid upon completion of the session, before any tapes and/or digital media leave the building.
- **Payment** can be made by cash, cheque or direct deposit only.
- **Cancellation** charges are calculated at 50% of the total booking estimate if less than 24 hours notice is given, and 25% of the total booking estimate if within 3 days.
- Megaphon rates, equipment list and specifications are subject to change without notice. Check with us for any special requirements you may have.

During your session

- It is the Client's responsibility to account for all **expenses** incurred during the session, for example: extended studio and engineer/assistant hours, phone calls, courier charges, recording media, instrument/amplifier hire.
- A session with an in-house engineer or assistant has a **daily limit of 12 hours** unless previously negotiated with the engineer/assistant. This is to protect the working conditions of our staff.
- Where the client is found to be responsible for damage to Megaphon property, either while on the premises or whilst hiring Megaphon equipment on another premises, the client will be responsible for the cost of repair or replacement.

2" Tape

- In order to offer the benefits of high quality analogue recording without the high cost of purchasing reels Megaphon has a number of pre-loved reels of 2" tape available for hire. Many projects recorded at Megaphon use these tapes for the initial band recordings, which are then transferred to Pro Tools or another digital medium. All sessions using analogue tape will incur a standard **machine alignment fee** of \$82.50. This is to ensure the machine is always maintained to its best operating standard.

2" hire terms are:

- \$88 Initial hire fee is for **4 weeks** from the last session date you used the tape. Extended hire fee is \$44 per additional 4 weeks.
- Where no extended hire arrangement is made within the initial hire period, Megaphon reserves the right to erase the recordings and reuse the tape without notifying the client.
- Where the client has purchased the tape, it can be stored at the studio until project sessions are completed, at which time it will be transferred to the client's safekeeping. The studio does not store client recordings for extended periods.

Data Backup

- While we encourage clients to supply their own hard drives for data backup and storage, we do have a number of drives available for use. If you let us know how much space you may need prior to your session, we can provide storage on one of our Firewire drives for **up to 4 weeks** from the last date booked.
- Megaphon reserves the right to erase data where the client has not arranged to have it transferred within 4 weeks of the last date booked.
- **After session-archiving** can be done at the client's request and is charged at standard hourly rates plus media costs.
- It is the **Client's** responsibility to ensure all relevant session files are contained within a clearly labelled project folder and backed up at the end of each day's work.
- Megaphon Studios and staff will take all reasonable steps to ensure data/media safety but will not be held responsible for any loss of or damage to **hard drives, data, analogue tape or equipment** for any reason whatsoever.