



# STUDIO POLICY

Please take a moment to familiarize yourself with the studio policy. A clear understanding of the policy will reduce confusion later on.

## BOOKING

A 50% nonrefundable deposit is required to book your session. The deposit will be applied to your session or refunded if you cancel more than 24 hours before your session time. If your deposit is not received within 24 hours of your session time, your time may be forfeited to another client.

## RESCHEDULING

Please notify Management 24 hours in advance if you need to reschedule. If you notify Management to reschedule in LESS than 24 hours, the initial 50% deposit is forfeited. This action is required to prevent the loss of re-booking the studio and the engineer to another client. Money spent beyond the initial 50% can be credited towards a rescheduled session or refunded.

## PAYMENT

Payment is required upon completion of each session. Payment may be made by cash, personal or company check, money order, VISA or MasterCard. There is a \$35 fee for returned checks.

## DELIVERABLES/SESSION FILES

Your account must be paid in full prior to receiving your deliverables (Pro Tools Session, bounced tracks, etc.) These are generally provided digitally via cloud source or hard drive. E.M.P.I.R.E. Music Group will not be held liable for any lost or damaged session files left unobtained (30 days) following to the session completion date.

## TARDINESS

Appointment times have been arranged specifically for you. If you arrive late, your session may be shortened in order to accommodate others whose sessions follow yours. Depending upon how late you arrive, your engineer will then determine if there is enough time remaining to start the session. Out of respect and consideration to your engineer and other clients, please plan accordingly and be on time.

## CANCELLATION

If for any reason you need to cancel your studio time completely, please notify management immediately. For all cancellations, the initial 50% deposit is forfeited and non-refundable – no exceptions.

## MASTERS

Your account must be paid in full prior to receiving your master. Masters are generally provided on CD, DVD or hard drive, but may also be supplied on magnetic tape or other format of your choosing.

## BILLABLE ITEMS

When the engineer is working on your project, that time is billable. This includes when you are present in the studio with the engineer. But it may also include other times when the engineer is working on your project, such as doing requested edits, mastering, "bouncing" a rough mix, or uploading your tracks. Transferring your session files to your hard drive ties up the studio and therefore is also billable time. Often your engineer can find ways to reduce the amount of billable time outside of your attended sessions, so it is a good idea to discuss this ahead of time.

## STUDIO TIME

When possible you may move in and start setting up prior to your start time. If the studio is available and the engineer is not present, there will be no charge until the engineer arrives. Please call the day before your session to determine if an early setup is possible. The clock begins when the engineer starts working with you setting up equipment, getting levels, debugging instrument problems (such as hum, buzz, etc.). When you indicate you are finished and the equipment is no longer in use the clock stops. (If a master is being burned, the clock continues to run until the master is finished.) Clean up is on us.

## PARKING

Be mindful that towing is highly enforced so please be sure to park in guest parking or along the side of the street.

## BREAKS

If during long sessions you wish to take a meal break, you may do so off the clock. If you want to work through the meal break to listen to the session, do edits, overdubs, etc., the clock continues to run. If the engineer encounters a technical problem, the time it takes to solve the problem is off the clock.

## DRUGS ARE STRICTLY PROHIBITED

We reserve the right to deny access to our premises and our equipment to those clearly under the influence of drugs or alcohol.

## STARTING TIME

When you schedule time, it is expected you will arrive on time and we adjust our work schedule accordingly. It should be understood that we will bill you from the beginning of your scheduled time regardless of what time you arrive. Studio time is billed in 1/4-hour increments.

## ENDING TIME

We do our best to be flexible. Often another session is scheduled immediately following yours and in most cases we allow at least 1/2 hour window between sessions. If you should require a little more time, we will try to continue and ask the next scheduled appointment if they can wait. However, if this is not acceptable to them, we ask that you be considerate and stop your project and schedule another session. It is always a good idea to estimate the amount of time you will need and schedule accordingly.

## OPEN-ENDED TIME

If no one is scheduled after you, such as at the end of the day or on weekends, you may continue until you reach your goal or wish to stop. Keep in mind performers and engineers may become fatigued during long sessions, which could affect the quality of your work.

## BUSY WEEKEND SCHEDULING

To arrange to have an engineer present on certain busy weekends, a minimum of 2 hours must be scheduled.

## EQUIPMENT RENTAL

If there is something you need that we do not have available, you may bring it yourself or request we rent it for you at prevailing rates. Any equipment damaged or broken by clients will be repaired or replaced at cost and billed accordingly.

## MATERIAL PURCHASE

Pro Tools hard drives may be purchased or rented. All other materials must be purchased and will become your personal property.

## GRAPHIC DESIGN AND DUPLICATION

We offer a full range of CD and DVD packages with or without full graphics design. It is a good idea to discuss graphic design concepts with the Art Director before your recording is finished, so as not to delay your release. Manufacturing requires a 50% deposit with the balance due upon completion. Quantities are +/- 10% on replication orders. Duplication orders provide exact quantities.

## FOOD AND BEVERAGE

Food and drink may be brought into the studio but must be kept away from all equipment.

## STUDIO GEAR (DAMAGE)

In the event a piece of studio gear owned by E.M.P.I.R.E. Music Group or any part of its facility becomes damaged by you, or anyone in your party, due to negligence, accident, or willful act, you agree to provide monetary compensation in the amount of full replacement value of the damaged item. Damage to the studio property of any kind that are a result of anyone in client's party or group will be assessed to client's account.

## ADDITIONAL GUESTS

It is recommended that only individuals essential to the recording be present during the booked time. This means a limit of 4 people in Studio A and 2 people in Studio B.

## NO SMOKING

Smoking is prohibited on the premises by order of the Fire Marshal. If you choose to smoke outdoors, please use the receptacle provided for this purpose.

## NO WEAPONS

No weapons or firearms of any kind are allowed on the premises No Exceptions.

## RESTRICTED RECORDINGS

As a professional recording studio we respect the intellectual property rights of all artists. We reserve the right to cancel your session, and return your deposit, if we believe you are infringing on the copyrighted material of others. Mechanical licenses are required prior to manufacturing. At your request we will explain how to obtain mechanical licenses from the appropriate sources.

STUDIO POLICY



Thank you for reviewing the studio policy. Our staff will be happy to answer any questions you may have.