



RESERVATIONS

A deposit is required to hold dates. Dates are not guaranteed until deposit is received. The deposit will be 50% of the full amount for days requested, and will be credited toward the final bill.

Studio bookings for which no deposit has been received will be subject to change or cancellation, without notice to client.

PAYMENT

Payment is due in full at the end of last session. **NO MEDIA (HARD DRIVE OR TAPE) CAN LEAVE THE STUDIO UNTIL THE BILL IS PAID IN FULL.** We will accept cash or credit cards. We will not accept checks unless previously arranged.

CANCELLATIONS

Cancellations must occur no later than 72 hours prior to session start date or the deposit, up to \$2,500, is forfeited in full. Bookings of 7 days or more require 7 days notice of cancellation in order for deposit to be refunded in full.

MEDIA & STORAGE

Client is required to provide a suitable hard drive (the "master" copy) to use for the session. Firewire 400 or 800 drives are recommended and can be purchased from us if necessary. It is highly recommended to also have at least one "safety" hard drive for backup. This does not need to be Firewire 400 or 800.

Client is required to provide tape for analog sessions. Tape can be purchased from us or we can direct you to local suppliers.

Once the bill is paid in full and the "master" hard drive leaves with the client or the client's representative, the client will have 7 days to verify that their drive is functioning as expected (we strongly recommend that the client keep multiple backup copies), and to notify us in writing if there is a problem. Backup audio files will be kept on-site at 12th Street for no more than 7 days. 12th Street Sound is not responsible for clients' media while at the facility or after it leaves the studio.

Obviously, we will not keep backup copies of analog tape.

THE OTHER STUFF

We ask that you please be quiet and respectful to our neighbors during your arrival and departure.

12th Street Sound reserves the right to refuse service to clients or to limit the number of visitors during a session, and this right is based solely on the subjective discretion of the staff.

Day rate is based on 10 hour day. Overtime will be billed at \$80/hr.

Any and all damage to the building, furniture, or the property of 12th Street Sound by a client and/or the client's visitors, is the sole legal and financial responsibility of the client. All damage costs incurred by the client must be paid in full by no later than (48) forty-eight hours from the time that the incident occurred.

12th Street Sound is not legally or financially responsible for items brought into or left on the premises. It is recommended that clients obtain adequate insurance to protect against possible damage or loss of articles of value left on the premises. This includes instruments, equipment, master tapes, hard drives and any other media left at 12th Street Sound during sessions or before full payment has been received.