



**TRADING FROM:-**

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**Thank you for your enquiry!**

If you would like to hire The Music Academy Studio, please phone the above number to discuss and confirm dates.

- Please read and fill in this Terms Of Trade Form.
- Please make sure that all group members are aware of the conditions and have read the enclosed information.
- Please send your deposit by cheque with the slip at the bottom of this page.

## **The Music Academy Studio – Terms Of Trade:**

All bookings have to be secured with 20% deposit paid in advance of any studio time.  
Changes or cancellation of bookings may lead to loss of deposit.

Fees have to be paid in full at the end of each session.  
No recorded material (in any format) will be released until full cash payment has been received.

Sessions start at 10 am of each day except if agreed otherwise.  
No refund will be given for clients arriving late or missing time.

Studio rate is £25 per hour or part thereof.  
A studio 'day' is £125 (including VAT) for 5 hours.  
Every extra hour (or part thereof) will be charged at £30.

Any damage done by the client to equipment or property will be charged at cost.

The audio material will be multi-tracked onto hard disks. No multi-track tape is required.  
Your session will be deleted from the hard disks at the end of each day (if needed it can be backed up onto your own hard-drive).  
The amount of time to back-up your files can only be determined at the end of the session - backup time will be charged for.

The Music Academy Studio has a 'No Smoking' policy. There is plenty of space outside.

Tea, coffee and iced water are provided upon request.



I/ we accept all the terms of trade and confirm the booking of The Music Academy Studio for:-

(Artist Name – Print Clearly)

From:- (Date)

To:- (Date)

My 20% deposit of £

is enclosed. Date:

Signed:

Contact Number: