



BOOKING FORM

CLIENT

HIRE DATE(S)

CLIENT CONTACT

CONTACT TEL NO.

MOBILE NO.

STUDIO HIRE RATE: £ PER DAY PER HALF DAY

EQUIPMENT HIRE: £

TOTAL HIRE: £

P.O. NUMBER / REF

INVOICE TO

ADDRESS

Equipment Hire can be arranged with 48 hours notice and we offer very competitive rates.

[View our Kit List here.](#)

We can provide permits for on-street **parking**.

TERMS & CONDITIONS - PLEASE READ BEFORE SIGNING BELOW

The hire period is from **9am to 6pm**. All props are to be delivered and collected on the same day of hire, unless by special arrangement. UP Studios cannot be held responsible or liable for any items during the hire or left on site after the hire period.

You may incur charges for any props or rubbish that is left at UP Studios after a shoot. All domestic rubbish (food packaging, drinks containers) must be placed in bin bags and left just outside the internal doors of the studio. Any rubbish that is not suitable for bin bags must be removed from site by the client and disposed of via your own waste disposal authority.

Unfortunately any damage, however slight, has to be paid for. Clients should ensure they have adequate public liability insurance in case of any accidents.

Painting is not permitted, however Colorama is available, at £10 (+vat) per metre.

It is not permitted to smoke in any part of the studio.

Overtime will be charged before 9.00am at an hourly rate of £55 (+vat) and after 6.00pm at an hourly rate of £75 (+vat). Extended overtime between the hours of 8.00pm and 10.00pm will be charged at £100 (+vat), overtime between the hours of 10.00pm and midnight will be charged at £150 (+vat).

Invoices are payable 14 days from invoice date. Late payment may be surcharged.

A telephone booking is deemed provisional until a signed copy of the booking form is emailed back, whereby the booking is confirmed. UP reserves the right to replace an unconfirmed provisional booking with a confirmed booking. Cancelled bookings will be charged at 25% of total hire fees. Cancelled 48 hours prior to hire will be charged at 50%. Cancelled 24 hours prior to hire will be charged at 100%.

Please confirm acceptance of these terms and email back to: **bookingupstudios@gmail.com**

NAME

DATE