



Production Studio Contract

Thank you for your decision on choosing CML Studios as the location to shoot your upcoming production. The following information pertains to the terms and conditions set forward for the use of CML Studios for the means of video or photo imaging.

Production Company: _____

Name of Production: _____

Producer: _____

Address: _____

Phone Number: _____

Email: _____

Time for Production: _____

Dates of Production: _____

Booking Details:

Total Cost for use of studio: _____ (plus 3.5% Transaction Fee) **Overtime Hours:** \$150

Payments: _____

See attached Rules and Regulations for further contract information

Producer: _____ **Date:** _____

Studio Rep.: *Carlos Leon* **Date:** _____

Rules and Regulations

All Rules and Regulations apply too all types of bookings including those done in person, via email, fax or on the phone

Deposits and Refund Policy

All studio bookings require a 50% non-refundable deposit to reserve space. Balance must be paid 7 days before date booked, no exceptions. Studio does not allow soft holds, which are temporary holds without a contract and deposit. No payments for studio space are allowed on same day of shoot. If booking is paid in full and is cancelled at least 12 business days before a shoot, 50% will be returned or shoot date can be rescheduled with a 15% rescheduling fee.

If booking is paid in full and cancelled less than 12 days before a shoot only 25% will be refunded. If shoot is paid in full and cancelled 3 days or less before shoot, there will be no refunds. The shoot date can be rescheduled for a 50% rescheduling fee. Studio requires that a valid credit card be kept on file.

Booking Call Time

The call time for bookings will be established before the shoot. Setup and breakdown time for equipment, makeup, and sets are included within time scheduled. Any additional time used before or after the time scheduled is considered overtime and an additional charge will apply.

Studio Space “as is” and Condition of Cyc Walls

Rentals include access to a full gated parking lot, clean and open studio space with a 30’ green and a 30’ white cyc, makeup / wardrobe / kitchen area, 3 restrooms and a green room. The Green and White Cys will come in an “as is” condition, meaning there won’t be a fresh repaint on the floors unless it is ordered and paid for. The walls themselves are always fine but the need for a repaint on the floor is up to the discretion of the client.

Overtime

There will be a charge of \$150 for each additional hour booking goes overtime. If equipment is still up and running and crew is inside facility (this includes our gated parking lot) overtime will be charged for each additional hour. For shoots with multiple days, booking works on a day by day basis. For example, if studio is booked for 5 consecutive days and shoot goes overtime on any one of the days, it is still considered overtime as time does not roll over into the next shoot day. Overtime must be paid with a credit card before crew exits the facility and clock stops at time all crew have exited the facility.

Access to Studio Area

Studio Clients have access to our fully gated parking lot, full studio shooting space with 2 cyc walls, makeup and wardrobe area, kitchen area, green room, and two restrooms. Cyc walls come as is (without a fresh coat of paint) and can be repainted for an additional cost prior to your shoot. All other areas in building are not part of the rental of the studio. Bookings with multiple days are able to leave items overnight in studio space which will be locked. Studio requires production to lock all valuables that are left in the cast and crew areas inside the green room.

Power

Studio Bookings have access of up to 12 (20 amp circuits), including 3 (20 amp circuits) in the makeup area. There is an additional 100amp 220v single phase cam lock power box available for an additional cost. It does not include power for our 5/10 ton AC/Heating unit in studio space which is billed separately.

Noise Levels

Noise levels inside and outside of the studio must be kept to a minimal after 10:00 p.m. This includes live instruments, generators, trailers, vehicles, etc...

Equipment and Flat Rental

Clients that wish to use lighting, grip and flats from studio must book it in advance. Clients are asked to inspect equipment before signing off on it. If any equipment is damaged during shoot, studio will assess damage and charge credit card on file. Soft pre-lights consist of our lights set up on rolling stands.

Insurance

CML Studios carries full liability insurance which covers the facility. This insurance only covers the studio in case of injury or accident and does not cover a complaint or claim against client.