



STUDIO TERMS AND CONDITIONS

1. General Terms of Hire

- 1.1 Hypop Studio's opening hours are 9am-4.30pm (Weekdays) and 9.30am - 3.30pm (Saturdays). Your booking is reserved by booking in advance through our online booking system. No Public Holidays.
- 1.2 Bump-in and bump-out times are included in your booking time slot and you will be charged a penalty rate of \$100 per hour if your shoot goes overtime.
- 1.3 Studio assistant is not included as part of the booking fee. Labour can be hired at an additional cost as per clause 3.8, subject to availability.

2. Payment

- 2.1 All bookings must be made through Hypop Studio's website and paid for in full prior to the date of hire. Payments can be made through Visa, Mastercard, American Express, PayPal, Apple Pay, Google Pay, Zip Pay, Afterpay and Latitude Pay. We do not accept cash payments.
- 2.2 Hypop Studio reserves the right to include a 25% surcharge to large commercial shoots at its own discretion.

3. Use of Premises/Studio

- 3.1 The hirer is responsible for the cleanliness and care of the studio space and gear within reason and is not to access/use any additional equipment/areas outlined below in Section 3.2 without Hypop Studio's written and expressed prior consent.
- 3.2 Space/facilities/equipment available for use by the hirer limited to the following;
 - General Studio Space, floor, kitchenette (including appliances/kitchenware and glassware), power points, extension cords, power boards, Google Home Max, WiFi.
 - Pieces of furniture on wheels can be moved around and used as needed, but must be placed back in their original layout before leaving the studio (including lounge, coffee table, armchairs, tables, plants, clothes rack, step ladder, etc.)
 - Studio Equipment: all gear located on the four gear shelves/cabinets located in the kitchenette corner of the Studio is available for use and is included in the booking cost of the studio unless stated otherwise prior to the booking. All Paper Rolls located within the bays beside the gear shelf are available to all clients for standard use. Fees may incur if you wish to alter the roll in any way.
 - Spaces available include studio floor, kitchenette, garage roller door, makeup area, entryway, and bathrooms.
- 3.3 Please note that the office located at the top of the stairs is not available for shooting as it is occupied by our team members.
- 3.4 We reserve the right to charge a cleaning fee of \$120 if the studio is not left in the same condition that it was prior to the booking.

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3.5 Hypop Studio has a maximum capacity of 12 people per shoot. This includes MUA, Assistants and Talent. If you require more than this number at one time, please contact us prior to booking.

3.6 You may use the plinths for styling purposes, i.e. leaning, sitting and placing products, however standing on them is not permitted.

3.7 You may use any styling props for your shoot and this is included in the booking fee, however, if the props are damaged during your shoot, you will be charged the cost of replacement.

3.8 If you require a team member to help setup during your booking slot, the service is available and is charged at \$40 per half an hour, per team member.

3.9 Setup outside of your booking time will be chargeable at hourly blocks at \$100.00 per hour (subject to availability). If you require a team member to assist during this time, labour is chargeable as per clause 3.8.

3.10 A security BOND of \$200 will be required with ALL Studio hire fees, this is a refundable bond which will be held by Hypop Studio and allow up to the next Friday to process the refund. In the event of any breakages or cleaning charges (\$120) the bond will be used to cover costs of repair. Overtime charges apply for studio assistant (\$30/30mins) and studio hire (\$100/hour) . Extra parking spots (\$20) used will be charged. Parking inside the studio is prohibited and will incur a \$100 fee.

4. Legal/Liability

4.1 Hypop Studio does not accept responsibility and/or liability for the loss or damage of personal belongings and equipment held on-premises by the hirer and those associated with them.

4.2 The hirer will be liable for any loss or damage caused to the premises, contents and equipment of Hypop Studio. Any loss/damage incurred will be charged at full replacement cost to the hirer. Please find a full list of equipment and their costs attached to your booking form.

4.3 Hypop Studio has Public Liability Insurance, however, we advise to arrange your own Liability Insurance to cover yourself and any of your Team/Equipment whilst shooting at Hypop Studio.

5. Cancellation Policy

5.1 Refunds are available on bookings provided you contact to request a cancellation no less than 48 hours prior to the date and time of hire.

5.2 For cancellations within 48 hours of your booking, you will not be refunded or rebooked.

5.3 Hypop Studio reserves the right to cancel your booking at any time with or without notice if the hirer has breached any terms of this agreement or for reasons of force majeure.

I agree to the 'Terms and Conditions' set out above.

Name: _____

Signature: _____

Date: _____