



**Recording Studio  
General Terms & Conditions**

**Data Protection Statement**

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission of Independent Music Productions.

Please ensure you have read the following terms and conditions before continuing with any studio booking.

### **Recording Studio Booking & Deposit**

Once you (the customer) have made an initial enquiry to us (Independent Music Productions) regarding the recording studio, we will make a provisional booking for you and hold this booking for a period of up to 14 days.

During this 14 day period we must receive your £25 deposit and on receipt of this we will make your provisional booking a firm booking which we will confirm to you in writing either by post, text or email.

If after 14 days we have not received a deposit, we will make the provisionally booked dates available again to other customers.

If you require a change to be made to your booking in terms of length or date, we will require at least 7 days in order for the changes to be made without incurring an additional booking charge.

### **Recording Sessions**

If required, a period of time can be arranged prior to your studio session in order for instruments and equipment to be setup ready for microphone placement to take place once the session commences.

If a studio session over runs, any additional time will be charged at the standard hourly rate.

### **Payment**

The final balance of each studio booking is to be paid in full by cleared funds (cash or credit/debit card) at the end of each session, unless otherwise agreed by the studio manager.

Payment terms/schedules can be arranged in order to spread the costs of extended bookings.

Only once the final balance has been received will the audio recordings be released to you.

### **Audio Recordings**

At the end of each session you will receive an audio CD with a completed mixdown of each track as a master copy for you to duplicate in any form you wish.

If you require either the clean or processed separates/stems of your recordings on CD/DVD, an additional charge may be made to cover the additional time this process will take.

## **Archive**

All recorded audio, edits & mixdowns are stored in our data archive for as long a period as possible. If for any reason we need to remove your files from our archive, we will burn the files to disc to preserve the data indefinitely.

We cannot be held responsible for data loss due to corruption and/or hard drive failure, but we will do everything possible to preserve our audio using secure methods of data backup.