

# blueroom PRODUCTIONS

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## Studio Policies and Terms of Service

The following policies ensure that all studio sessions are conducted in the most professional manner possible while providing our clients with a creative and comfortable environment in which to work and create. While we are here to help you develop and craft your recording project, customer service and satisfaction are still our top priorities.

### Payments:

- Payment in full prior to your scheduled studio session is **required** to confirm your session appointment. No master mixes or material will be released to the client without payment in full.
- We can gladly hold a tentative recording session for you on our calendar, but without a payment received, if another client wants to book the same day/time and offers payment, the time slot will go to them.
- Acceptable payment methods include:
  - Credit/Debit Card
  - Cash
  - PayPal
  - Check (must be received at least 3 days prior to the scheduled session)
- If you are representing a company/vendor with a specific invoicing process for payment of the scheduled studio time, please make us aware of that prior to the session.

### Cancellations:

- If you cancel your session with more than 48 hours notice, studio credit will be given and your session can be rescheduled with no penalty.
- If you cancel your session with less than 48 hours notice, a 50% penalty applies (50% of the value of your session), because we will likely have an empty studio with no one to record that day.
- No shows: In the event a client fails to show for the session time booked without contacting Blue Room Productions, the entire duration of the session will be charged to the client.

### Things to Remember:

- Please be on time to your session. If you are late to a scheduled session, you will be charged from the beginning of your session start time, whether you are there on time or not.
- To ensure mutual expectations and to create a plan for your recording project, it is strongly recommended that new clients schedule a studio tour prior to their first session to meet with their engineer and discuss the parameters of their project.
- Studio set-up time and break-down time is included in your session time. In fact, this is arguably the most important part of your session! This includes load-in and instrument setup, microphone placement, sound check, creating headphone mixes, preparing rough mixes, burning CD's, transferring media, etc. If you have an exceptionally complex setup, please call the day before your session to determine if an early setup is possible.
- Accordingly, studio breakdown time on complex sessions is also included in your session time (15-20 minutes for intricate setups). If you need multiple mixes/bounces prepared for you at the end of your session, please allow ample time for your engineer to prepare those for you.
- No beverages with an open container are permitted in the studio.
- The side load-in door *must* remain closed if there is no one present.
- Blue Room Productions will backup and archive your session files for a minimum of 90 days after the end of your session. You are responsible for providing an external hard drive or USB stick if you require a copy of your production files.
- To keep sessions productive and efficient, please keep visitors to a minimum during sessions. By accepting these terms of service, you attest that you will be held responsible for the actions of all artists and guests you bring to any session.
- You affirm that you are the rightful owner or assignee of material to be recorded or reproduced. Blue Room Productions & our engineers are not responsible for copyright violations, talent or creative royalties, mechanical reproduction licenses, or any other liabilities for such material.

***To confirm receipt and acceptance of the above-listed studio policies and confirm your studio appointment, please reply "I Agree" by email. Thank you.***