

## Hidden Room Studios - policy sheet

### Studio time

When you schedule studio time, it is expected that you will arrive on time and ready to record. Please understand that we will bill you from the beginning of your scheduled studio time, regardless of what time you arrive.

### Deposits and cancellations

A deposit is required for remote sessions or bookings 8 hours or longer. Deposit cost varies depending on the amount of time booked but it is approximately 15% of scheduled session(s).

We require at least 24 hours notice for any cancellations. Failure to cancel at least 24 hours prior to your session could result in a 25% fee of the total scheduled studio time.

### Payment schedule

Unless otherwise discussed prior to booking, payment is required at the completion of each session. An invoice will be available at the end of each session. Payments can be made via cash, Venmo, CashApp or check. (We will take Credit Card payments, but only for larger projects)

Some recording projects are completed over several weeks. Hidden Room Studios is happy to accommodate lengthy projects, but payment for any outstanding billable hours is due on the last business day of each month. Clients will be provided an invoice of billable hours one week prior to the payment due date.

### File storage

Although we maintain an archive of project files offline, it is expected that the client will maintain storage of their own data. Any files left in their Filepass folder longer than 6 months after the completion of a project will be deleted.

**Hidden Room Studios reserves the right to end any session, for any reason.**

Thank you for reviewing these studio policies. Hidden Room Studios may update these policies at any time. If you have any questions or concerns, contact Patrick Hume at (502) 552-8174.