

**Yiayia's Studio**  
**Studio Agreement Terms**

Yiayia's Studio is a professional audio recording facility. Customer Service and satisfaction are our top priority. The following policies ensure that all sessions are conducted in a professional manner while providing our clients with a creative and comfortable environment.

1. Booking

- a. Client agrees to pay for studio time at the rate in effect at the time of booking. A nonrefundable deposit is required to confirm bookings. The required deposit amount is listed on the quote or invoice provided by the studio representative.
- b. Client is responsible for confirming any bookings made on an "penciled in" or "provisional" basis within 72 hours, if unconfirmed you will lose your booking.
- c. After the end of the 72 hour "provisional" booking period. The Studio will not hold any bookings if a deposit has not been paid.
- d. In the event of cancellation of a recording session or other scheduled service by Client, Client will forfeit the deposit. If a cancellation is made less than 48 hours before the session start time client is liable for the full cost of the booking.
- e. The Studio will provide studio time and the services agreed upon for the duration required by the Client. Any additional services, including, but not limited to, mixing, mastering, creating additional tracks, and adding to or modifying tracks done outside the agreed studio time will require additional fees.
- f. If the Studio must cancel a session due to illness or other reasonable cause, the Studio will reschedule the session for the earliest available time consistent with the needs of the Client. In the event neither the Client nor the Studio can agree upon a date and time for a session, the Studio will refund the deposit. Such a cancellation must be made with reasonable notice (24 hours in advance is the recommended time frame).

2. Recording

- a. Studio time includes setup time, packing down and loading out, and any breaks taken by the artist(s) or engineer. The engineer will be allowed a break up to 15 minutes every 2 hours to alleviate ear fatigue. The engineer will be allowed one 30-minute meal break per session and an additional meal break for sessions lasting longer than eight (8) hours. All such time is on the clock.
- b. If the client is late for any reason the session will still be counted from the scheduled start time.
- c. In the event of a technical failure disrupting a session the Studio will arrange for an alternative date for the session to take place or a full refund for the disrupted time.
- d. The full period of the booking is chargeable. Discounts on time not used will be at the discretion of the Studio.
- e. File supply is counted as part of the booked session time. Transferring files, printing rough mixes, bouncing stems and alternative mixes. Files are supplied as a Logic project, AAF/OMF project. Any other stem bouncing required *outside of the booked session time* will be charged at an hourly rate.

3. Sound Levels

- a. The Client acknowledges that the Noise at Work Regulations 1989 have established that prolonged exposure to high noise levels above 85 dB(A) may cause damage to hearing and that both studios and studio users are required by law to keep exposures as low as is reasonably practical.
- b. The Client is responsible for sound levels in the facilities.
- c. The Studio reserves the right to impose a reduction on sound levels where it is deemed appropriate.

4. Mixing

*Costs and Turnaround*

- a. Mix costs are estimated on a case by case basis. There are certain things which *will* increase the cost of a mix, these are:
  - a. Excessive edits
  - b. Over 24 tracks
  - c. Open ended takes
  - d. Arrangement changes
  - e. Timing fixes
  - f. Short turnaround time

- b. We will not start on a mix without clear notes from the Client.
- c. We will set a date on which to expect your mixes. Once a mix has been sent we require feedback as soon as possible. Preferably the same day as the mix is sent by the engineer (it must be within 48 hours) or you will be charged for a second mix. This ensures your mix can be revised immediately. Any session recall at a later date may sonically vary as we use a large amount of analogue equipment.
- d. Please be aware, mixing can be a lengthy process and subject to our availability can take up to 6 weeks from start to finish. We will endeavor to get the first set of mixes to you within 2 weeks.

#### Mix Notes

- e. The initial mixing form is where any specific requests needs to be written in detail as this will be used as a guide by the engineer when creating the mix.If after hearing the initial mix you have additional requests that were not specified in the initial mixing form, these are considered "Additions" and are not included in the initial service fee. The engineer will quote you a price for such additions on a case by case basis.
- f. Each mixing package includes two revisions.The revisions phase is designed for minor adjustments to what was mentioned in the original mixing form.
- g. Turn around for revisions are 5 business days (Though are sometimes delivered sooner depending on the studio schedule)
- h. Below are the details of what IS and IS NOT included in your allowed revisions:

#### What is covered:

- Adjustments to instructions mentioned on the mixing form, that perhaps aren't exactly -how you envisioned them
- You'd like the volume of an instrument and/or vocal adjusted.
- You'd like effects adjusted (i.e. more reverb, less delay)

#### What is NOT covered:

- Does not include adding any new instruction that was not mentioned in the original Mixing Form
- Does not include arrangement changes: Things like creating drops, stop effects and mutes
- New file submissions are not included (Vocal files or instrument files)

- i. Once you approve your main mix, we enter what is called "The Mix Lock" phase. After this point there is no longer the option to have anything changed in the mix (without incurring additional fees), even if you still have not used up all revisions. After the Mix Lock phase is when the additional mixes are created from the approved main mix. (i.e. Instrumental, Acapella, Show Track and Radio Edit).

#### Refund Policy

- Unless there is a technical fault with the mixes provided to you, we do not offer refunds.
- Should a technical fault occur, we will endeavor to correct the error in the first instance.

#### 5. Damage

In the event a piece of studio gear owned by Yiayia's Recording Studio or any part of its facility becomes damaged by you, or anyone in your party, due to negligence, accident, or willful act, you agree to provide monetary compensation in the amount of full replacement value of the damaged item. Damages to studio property of any kind that are a result of anyone in the client's party or group will be assessed to the client's account.

#### 6. Misc

The Client agrees to allow their name, photographic image, and/or musical samples to be used on the Studio's website and/or for other promotional purposes. The Studio will not sell or allow downloads of the Client's music without prior agreement.

#### 7. Payment

Payment is due immediately on receipt of invoice, the Studio reserves the right to withhold recordings until payment has been made in full. Any late payments, made more than 30 days after the completion of a project will incur an immediate £20 fee and interest of 4% per week.

#### 8.Bouncing and file supply

Clients are solely responsible for their own bounces and files and for providing a suitable storage device. At the end of the session the client will be delivered all their media. The studio is not responsible for archiving materials, any re-supply of files will be at an additional cost.The studio is not responsible for any loss of fidelity due to faulty storage devices. Files are supplied as a Logic project, AAF/OMF project, any other stem bouncing required *outside of the booked session time* will be charged at an hourly rate.

***I confirm I have read and understood the studio terms and conditions***

**Name**\_\_\_\_\_

**Signed**\_\_\_\_\_

**Date**\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_