

# SE STUDIOS - Studio Policy

Please take a moment to familiarize yourself with the studio policy. A clear understanding of the policy will reduce confusion later on.

## **Deposit:**

In order to insure proper consideration is given to all of our clients, a deposit of \$50 or 50% of the booked session (greater of two) is required at time of booking in order to secure the desired time slot. The deposit will be applied to your session. Scheduling is done on a first deposit basis. If your deposit is not received within 48 hours of your session time, your time may be forfeited to another client.

## **Cancellations:**

In order to protect the interests of the studio and its clients, 48-hours notice is required for any cancellation or rescheduling. Failure to comply will result in forfeiture of deposit and a new deposit will be required for future booking. Subsequent failure to call within the 48-hour period will require you to pay in full for any sessions thereafter. To avoid paying cancellation fees please only book your session if you are certain you can make it as scheduled.

## **Payment:**

Payment in full will be required before session begins unless other arrangements have been made prior to the scheduled start of the client's session. Payment will be due for the amount of time that was booked. Time is billed in ¼ hour increments. There is no prorating Payment may be made by cash, money order, or bank certified check.

## **Weekend Scheduling:**

To arrange to have an engineer present on weekends, a minimum of 4 hours must be scheduled. Sunday scheduling may subject to an additional \$10 an hour overtime rate.

## **Unpaid Balances:**

Your account must be paid in full prior to receiving your masters. Should an outstanding balance exist upon completion of the job, client's master tapes and all copies shall remain in the custody of SE Studios until full payment has been rendered. Masters include CD's, DAT's, Computer files, hard drives, and other media. No recorded media can leave the studio unless all charges to date have been paid in full.

## **Start/End Time:**

The session clock begins at the scheduled session start time that is agreed upon by both parties. If you arrive early and the studio can accommodate an early start, then the session clock will begin at that early start time. If you are late for any reason, you will be charged from the scheduled session start time, with no exceptions. Please call and let us know if you are going to be running late. Please Note: The clock does not end until you have received a CD in your hand. Be prepared to allow 10-20 minutes at the end of the session for preparing CD's.

**Recording Media:**

We provide adequate hard drive space for client projects. However, it is not our responsibility to retain or archive files after the conclusion of a project. It is recommended that you bring your own hard drive if you wish to receive the finished tracks upon completion of a project. We can provide tracks on DVD Data discs at a small fee if requested. Session files may be deleted from our system six-weeks after a project is finished unless prior arrangements are made.

**Studio Downtime:**

If the studio should suffer any failure due to forces of nature or otherwise we agree to reschedule studio time at an agreeable time for both parties. Likewise, if the recording system should fail during your session you will receive equivalent free time to make up for this. However, we assume no liability for delays or charges caused by failure of client's equipment during a session.

**Restricted Recordings:**

As a professional recording studio we respect the intellectual property rights of all artists. We reserve the right to cancel your session, and return your deposit, if we believe you are infringing on the copyrighted material of others.

**The Client is the Producer:**

Unless the client has prior arrangements with the engineer to act as a co- Producer, thereby providing production input, all decisions and approval of recorded material are the responsibility of the client. It is therefore recognized that the client is the producer. The client is thus responsible for adequacy, appropriateness of musical style, performance, microphone/pre-amp choices, and all use of effects, reverbs, equalizers, limiters, instruments, and studio performers. It is also up to the client to insure that final mixes are performed to his/her satisfaction. The engineer must in this case only respond to the values chosen by the producer. Finally, payment of all arrangers, musicians, and contract labor are the responsibility of the client.

**Food and Beverages:**

Food and drinks may be brought into the studio but must be kept out of the Control Room and away from equipment racks, and recording console, keyboards, mics, and other equipment.

**No Smoking:**

Smoking is prohibited on the premises by the fire Marshal. If you choose to smoke you may do so outside of the building. We provide seating and ashtrays for our clients who smoke.

**Guests:**

Guests are welcome, but we encourage you to only invite those people who will be useful to your project. The control room is small and too many guests could distract you and the engineer or producer.

**Housekeeping:**

We ask that all trash from food and drinks left by you and your party or group be removed by you at the end of your session. A cleaning charge will be assessed if the studio personnel must clean up after you after your session.

**Crazy People :**

We understand that people who work in the music industry are not normal, not by any standards, but SE Studios reserves the right to refuse service to obnoxious and overbearing clients, who are controlling and manipulative and who do not understand that WE are in control because it is OUR studio and WE have been doing this a long time, so WE know what is best for OUR clients. If for some reason we have to deal with a raving lunatic for a client, the production might instantly stop and that person asked to leave the premises with no refund. In the event that shit gets out of hand, Robster will regulate and do whatever it takes to restore order including physically restraining individuals and calling the sheriff and having them arrested or removed.

**General:**

The Client shall be responsible for any loss or damage to SE Studios property incurred by the Client, employees of the Client, guests of the Client, or agents of the Client acting under the Client's instruction as a result of misuse, negligence, and/or carelessness.

We respect the security and privacy of the Client's creations and will not distribute any of the client's material without the consent of the Client.

In the event of loss to or damage of the Client's recording media due to willful negligence, SE Studios shall be responsible for replacement of no more than the value of the total replacement cost of the unrecorded tape and studio time to date devoted to said recording media.

We shall secure all other property left on the premises by the Client (other than recording media) but will not be held responsible for loss due to theft, fire, act of God, or any other unnamed occurrence.

These Terms and Conditions of Business constitute the entire agreement between the recording company and may not be modified, changed, or terminated in any way, unless there is a written agreement signed by both parties.

Thank you for reviewing the studio policy. Our staff will be happy to answer any questions you may have. Feel free to contact the studio phone on our direct line at: (530) 273-8110.



**SE STUDIOS**  
**CREATING ROCKSTARS OUT OF ORDINARY PEOPLE....**

*SEstudios.net*      *FutureDreaMedia.com*