

## **LOST RECORDING STUDIO LLC**

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Lost Recording Studio will not use or solicit your recordings unless signed written agreement has been made. It is a professional audio recording facility. Customer Service and satisfaction are our top priority. The following policies insure that all sessions are conducted in the most professional manner while providing our client a creative and comfortable environment.

### **BOOKING POLICY**

Please call beforehand or go to our site to confirm studio and engineer availability. Clients may pay the balance at the end of their session by cash, credit card or PayPal. Note that all session files will remain on Lost Recording Studio, LLC's premises until the balance of the session is paid in full. Upon booking, client agrees to the policies and procedures on this page

### **CANCELATION POLICY**

Clients may reschedule a session with at least 48 hours' notice (via email or phone to Lost Recording Studio, LLC) of the original scheduled time for hourly or 10-hour day sessions. Any

cancellation made within 48 hours of the original scheduled session will result in a loss of 10% payment price. Cancellations for multiple-day sessions must be notified before 72 h hours of session start time. Any cancellation made within 72 hours of the original scheduled session will result in a loss of 10% payment price.

### **STUDIO TOURS**

It is recommended that new clients tour the studio prior to their first session. During this time we can discuss the parameters of your session and make a plan to ensure everything runs smoothly.

- **START/END AND SESSION TIMES**

The session clock begins at the scheduled time that both parties agree upon and does not include set up or tear down. If you arrive early and the studio can accommodate an early start, then the session clock will begin at that time. If you are late for any reason, you will be charged from the scheduled session start time, with no exceptions. Please call if you are going to be late! Set up time will be billed at regular

studio rates unless other arrangements are agreed to

### **STUDIO DOWNTIME**

Unforeseen problems can happen: If session downtime occurs at the fault of the studios equipment, that time will not be billed. The studios liability shall be limited strictly to the studio time of the booked session and clients agree to hold Lost Recording Studio harmless from any damages from such downtime.

### **PAYMENT**

You are responsible for all monies due to the studio and shall make payment to the studio with cash, credit card or previously approved check. No media will be turned over to you until full payment is made for that day. Clients will also be responsible for all legal, attorney and collection fees, if required for payment.

### **SESSION MEDIA**

Session media will only be released when full payment for the session is received. Once session media has been turned over to the client Lost Recording Studio is no longer expected to maintain a backup copy of the session unless other arrangements

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have been made in writing. We recommend that each client make a back-up copy (USB card) of the sessions immediately. Session materials left beyond 30 days due to nonpayment become the property of Lost Recording Studio. Lost Recording Studio is not responsible for any unrecoverable data.

### LEAVING GEAR BEHIND

Lost Recording Studio is not responsible for lost, damaged, or stolen gear left behind. Any property left past 30 days will become the property of Lost Recording Studio unless other arrangements have been made.

### STUDIO GEAR (DAMAGE)

In the event a piece of studio gear owned by Lost Recording Studio or operated by Lost 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. Damage to the studio property of any kind that are a result of anyone in client's party or

group will be assessed to client's account.

### STUDIO RULES

No smoking in studio. Smoking is permitted in the back patio. • Food and drink is encouraged to be consumed in the lounge and patio area. Bottled water with a cap may be brought into the studio room only but kept away from any studio equipment and console. • Please place your unwanted trash in receptacles provided. • It is recommended that you bring only one person per person recording to sit and watch you record.

### RESPONSIBILITY

The person responsible for paying for studio time must sign an agreement and will be held responsible for the actions of all artists and guests he or she brings to any session. These rules apply to all persons. There are absolutely no exceptions whatsoever. This ensures a healthy business relationship for you as a recording artist and for the studio as well. The client affirms that he/she is the rightful owner or assignee of material to be recorded or reproduced. Lost Recording Studio & our

employees are not responsible for copyright violations, talent or creative royalties, mechanical reproduction licenses, or any other liabilities for such material. Client also agrees to indemnify Lost Recording Studio and its employees for any and all claims, costs, losses, detriments and expenses of any kind or nature. Including, without limitation, attorney's fees and cost incurred by Lost Recording Studio by reason of any breach or alleged breach of any representation, warranty, or agreement made by client. Studio Disclaimer Prior to any session work beginning, the client agrees to furnish a written signed copy of the above Studio Policies as a formal agreement and obligation to make payments and adhere to all other policy requirements as stated herein. I have fully read and agree to all of the above terms



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**Name or Performance  
(stage) Name**

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**Phone:**

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**Address:**

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**Email:**

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