

SPINCUS STUDIO POLICY

Booking: A 50% deposit is required to book any recording sessions. The deposit will be applied to your session on your scheduled date/time. All deposits are due no later than 10 days after receiving a confirmation email from our studio. If your deposit is not received within 10 days of your session's confirmation, your time may be forfeited to another client. Deposits are non-refundable out of respect to other clients who may have lost out on the opportunity to book that timeslot because it was held/unavailable for a period of time. The scheduled time may be changed at any point up until 7 days prior to your session.

Payment: Payment is required upon completion of each session. Payment may be made by cash, personal or company check, money order, or credit card. All payments made with a credit card must be completed through PayPal (Contact us for details). There will be a \$35.00 fee for returned checks. Please make all checks out to spincus|studios (Make sure to clearly mark on each deposit which band it is from as well as your contact information).

Tracking, Mixing & Mastering: The studio allows for attended or unattended mixing and mastering sessions. When the mix process is complete and payment is settled, a final mix will be provided for evaluation to our client(s). Our engineers will mix and master the project no more than (2) times to make any necessary alterations that may be required. After the second mix evaluations are sent out for review they are FINAL. If for some reason additional mixes are required, additional fees will be assessed accordingly.

Studio Time: If the studio is available, you may move in and start setting up prior to your start time. To ensure the studio is available please call the day before your session to determine if an early setup is possible.

Starting Time: When you schedule time, it is expected you will arrive on time because we adjust our work schedule accordingly. It should be understood that we will bill you from the beginning of your scheduled time regardless of what time you arrive. Studio time is billed in 15-minute increments. We do this so that the clients are not charged for unused time.

Ending Time: We do our best to be flexible. Often another session is scheduled immediately following yours and in most cases, we allow at least 30-minutes between sessions. We ask that you be considerate and stop your project and schedule another session, it is always a good idea to estimate the amount of time you will need and schedule accordingly.

Equipment Rental: If there is something that you need for your session that we do not have available, you may bring it yourself or request we rent it for you at prevailing rates. Any equipment damaged or broken by clients will be repaired or replaced at cost and billed accordingly.

Food and Beverage: The studio lounge and upstairs kitchen is available at no additional charge.

The lounge has a TV with DVD player, video gaming consoles, internet access as well as a provided laptop and printer. In the lounge, a mini-fridge is stocked daily with drinks and snacks at no charge to clients.

The kitchen has a microwave and refrigerator/freezer with icemaker, dining table, and one private restroom. You may bring your own food and beverages and store them in the refrigerator or you may order food to be delivered. Food and drinks may be brought into the studio but must be kept away from equipment racks, consoles, and miscellaneous technical studio gear.

No Smoking: Smoking is prohibited indoors. However, if you choose to smoke, you can do so outdoors (Please be sure to use the receptacles provided for this purpose).

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.

Thank you for reviewing the studio policy. Our staff will be happy to answer any question you may have.