

Terms & Conditions

Timings	Your use of the facilities is for the period of time booked. If you need extra time to set-up or clear away – please make sure that this is included in the total booking times.
Over running	If you overrun your hired slot by 10 minutes or more, you will be charged for an extra hour.
Changes to booking times	any changes to the booking must be made in writing. No changes will be accepted if made less than 3 working days before the booking.
Confirmation	No booking is confirmed until the fee has been paid and the signed invoice returned
Payment terms	All invoices are to be paid NET 7 (that is 7 within days of receipt of the invoice). If the invoice is not paid within this period late payment charges will be applied. These are the government statutory rate of 8% above base rate. These will be applied daily until the account is settled.
Damage	Any equipment belonging to Associated Studios damaged by the hirer will be charged back at the full repair/replacement costs
Storage	Please note that nothing can be left in the studios overnight unless written permission has been obtained from Associated Studios.
Cleanliness	You will be expected to return the space in the condition it was found. Please put away any furniture you have used, switch off any equipment and wash up any used crockery and cutlery.
Food and drink	Each studio have a kitchen area. Please confine all eating and drinking (with the exception of water bottles) to these areas.
Occupancy	During your hire you will only have access to the spaces you have hired. Please remember there are others using the facilities and therefore please do not attempt to spread into other rooms or spaces.
Cancellations	All cancellations must be made in writing to Associated Studios. Refunds will only be issued if the booking is cancelled 5 or more working days before it is due to commence.
Parking	There is no on-site parking or free daytime street parking. There is pay and display parking daytimes or free parking after 6pm
Payment	All bookings to be paid by BAC Bank details Please use the invoice number as the reference and e-mail info@associatedstudios.co.uk to advise us payment has been made
Behaviour	The staff and students of Associated Studio have a right to work in a stable and safe environment. Associated Studios have a zero-tolerance policy towards abuse of any

of its staff, students or persons working within the building. Such behaviour will result in the person (s) being asked to leave the building and possibly being banned from future use.

Associated Studios accept no responsibility for personal items left within the building. All property or personal possessions are brought into the Studios at their owner's risk.