**Studio Rules & Guidelines**

• Rental time begins promptly at the scheduled starting time and ends promptly at the scheduled ending time, regardless if renter and/or renter’s party is late. Rental time includes setup, break down and cleaning. The studio must be cleaned and vacated by the scheduled end time and no later, please consider this when booking your rental.

• Fees for additional time, that was not paid for during the initial booking, will need to be paid before continuing the rental session.

• Renter is responsible for studio lighting setup and break down back to its designated area.

• No smoking is allowed in the studio.

• No one will be admitted who is under the influence of alcohol or illegal substances.

• No weapons are permitted in Image Plus Studio without written consent.

• No photography, videography, and/or audio of pornographic material is permitted.

• Music is to be kept at reasonable levels.

• No pets allowed without prior consent.

• No food or beverages are permitted within the studio area with the exception of water. You

may utilize the community counter area for enjoying your refreshments.

• Vehicles (cars, motorcycles, etc.) are prohibited without prior consent. If approved, a minimum $100 cleaning fee is required.

• All small and/or hard to clean material (confetti, hair cutting, feathers, food products, body

paint, etc.) require approval from Image Plus Studio staff. Additional charges may apply depending on studio condition starting at a minimum of $100.

• Do not stand, run, sit, etc. on the curve of the cyclorama (cyc) wall in the studio area. It is

hollow and will not support weight.

• Props including furniture may be used. Please ask staff for assistance moving furniture onto and off of the cyc wall in the studio area, if necessary. You are expected to leave the studio as you found it.

• Studio furniture and props are available on a first come first serve basis. Do not use any studio

furniture or props if they appear to be damaged. Please notify Image Plus Studio staff of any broken or damaged equipment or props immediately.

• Persons under the age of 18 must have a parent/guardian with them at all times.

• Any misconduct including causing a nuisance to other clients, mistreatment of Image Plus

Studio staff, illegal activity, destruction/vandalism of Image Plus Studio equipment or facilities is prohibited.

•Renter is responsible for all damages caused during the rental. These charges are at the discretion of Image Plus Studio.

**Studio Membership**

• Membership is for individual use only; it is non-refundable and is non-transferable.

• Annual membership payment is required every 12 months, beginning on the date of purchase. Image Plus Studio reserves the right to change the membership fees at any time.

• Image Plus Studio reserves the right to terminate a membership including any associated accounts, without notice, for any reason if we believe that continued use of such membership would violate any of the Policies or Rules, applicable law, or otherwise be harmful to our interests. In the event of any such termination, you will not be entitled to a refund of your membership fee.

• Members should schedule a short orientation of the studio and the equipment with Image Plus

Studio staff.

**Studio Rates & Information**

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| --- | --- |
| Member Rate | $65 an hour |
| Non-Member Rate | $120 an hour |

• Image Plus Studio requires a two (2) hour minimum rental.

• Image Plus Studio does not accept checks.

• Image Plus Studio will make every effort to be open during inclement weather. If we are unable to open the studio due to weather, we will credit your account and apply it to a rescheduled booking. If the studio is open and you cannot make it to the studio for your shoot, notify the studio with at least twelve (12) hours prior to the start of your booking; credit amount will be determined at that time.

• Once you receive your booking confirmation, you are required to pay for your entire booked time, regardless if you end your shoot early, arrive late, don’t show up at all, or if your model/client/subject does not show up.

• Your booking should include set up, break down, and clean up time. This includes but is not limited to setting up lights, makeup/hair prep, packing up, returning props, and check out. If you or anyone else involved in your shoot is occupying the studio area you will be charged for it.

• We will make every effort to accommodate shoots that run over the booked time. If no one has booked the studio after you, you may extend your time in the studio by contacting Image Plus Studio staff for availability, approval and then payment. You will be charged at the normal studio rental rate. You are not guaranteed over-time, so you should make every effort to finish your shoot during your booked time. Over time is at the staff’s discretion.

• You are guaranteed 1 wireless trigger, 4 strobe lights, 5 soft boxes for every shoot, unless you opt to use your own equipment. Additional equipment is provided on a first come first serve basis.

• A member is prohibited from booking a session for a non-member at the member rate.

• If you are recording audio during a shoot, please be aware that we cannot control the amount of ambient noise in the studio.

• Image Plus Studio reserves the right to change the rental rates at any time.

**Studio Booking Cancellations**

• Cancellations are as outlined as below. To cancel your booking, send an email to imageplusstudiomd@gmail.com including the name on the booking, date, and time. Cancellation Times are from the Start Time of the Booking. Percentages are based on the

total amount of booking.

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| More than 15 Days notice | 100% refund |
| 49 hours – 14 Days notice | 50% refund |
| Within 48 hours notice | No refund |