



## The Manor Recording Studio

### STUDIO POLICIES

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

#### **Booking**

A deposit is required to book your session. The deposit will be applied to your session, or refunded if you cancel within 48 hours prior to your session time. If your deposit is not received in full by the specified date, your time may be forfeited to another client.

#### **Payment**

Payment is required as per the studio recording agreement. Payment may be made by cash, personal or company check, money order, or VISA or MasterCard thru Paypal. There is a \$50 fee for returned checks.

#### **Masters**

Client accounts must be paid in full prior to client receiving masters. Masters include 1/4", 1/2" or 2" reel-to-reel analog tape, cassettes, and all digital format recordings such as CDs, DATs (R-DAT and A-DAT), DA88s, DVDs and hard drives.

#### **Studio Time**

When possible you may move in and start setting up prior to your start time. If the studio is available and the engineer is not present, there will be no charge until the engineer arrives. Please call the day before your session to determine if an early setup is possible. The clock begins when the engineer starts working with you setting up equipment, getting levels, debugging instrument problems (such as hum, buzz, MIDI or SMPTE codes, etc.). If during long sessions you wish to take a meal break, you may do so off the clock. If you want to work through the meal break to listen to the session, do edits, overdubs, etc., the clock continues to run. The engineer may choose to eat and work at the same time. The engineer will also take a 15 minute break every 2 hours to relieve ear fatigue. When you indicate you are finished and the equipment is no longer in use the clock stops. (If a master is being burned, the clock continues to run until the master is finished.) Clean up is on us.

#### **Starting Time**

When you schedule time it is expected you will arrive on time and 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 1/4-hour increments.

### **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 1/2 hour leeway between sessions. If you should require a little more time, we will try to continue and ask the next scheduled appointment if they can wait. However, if this is not acceptable to them, we ask that you be considerate and stop your project and schedule another session. It is always a good idea to approximate the amount of time you will need and schedule accordingly.

### **Equipment Use and Rental**

We have a considerable selection of musical instruments and gear here at The Manor (call for a list.) This equipment is offered to the client for use or rent with the stipulation that the instruments and other gear are used with care and respect and that the client takes full responsibility for any damage done to any instrument or gear while being used by him/her or their associates. We also have many resources for procuring specialty items wanted for sessions. These would include vintage guitars, amps, and mics along with boutique items. These items are available on a rental basis. The client is responsible for rental payment and any deposits required. We must ask that clients not handle anything not belonging to them without permission and/or instructions.

### **Media Storage**

We encourage all clients to provide their own compatible hard drive(s) for storage of their project. If need be, we can provide a suitable hard drive to be purchased or rented for the duration of the project. If you are unsure as to which hard drive to purchase, please contact our staff for several options.

### **Food and Beverage**

The studio lounge is available for your convenience at no additional charge. The lounge has a kitchen with microwave, coffee maker/grinder, George Foreman grill, 4 burner gas stove with oven, refrigerator/freezer, Kitchen Aid mixer, dining table, entertainment center, couches and private restroom. You may bring your own food and beverages and store them in the refrigerator or you may order food to be delivered. All food must be kept away from studio equipment. Bottled drinks with lids may be brought into the studio but kept at floor level and absolutely must be kept away from equipment racks, consoles, amplifiers and instruments. Gourmet catering and/or craft services are also available upon request. Please allow at least 48 hours notice on all catering requests. All catering costs and deposits are the responsibility of the client.

### **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. We can help you obtain the proper mechanical licenses and sample clearances if necessary.

### **Guests**

Since we like to keep the recording process as fluent, creative, and professional as possible. We ask that you please keep guests to a bare minimum and that any guests be advised by the client of the studio policies listed here. Photographers, videographers, journalists, and client staff are always welcome, but we request that we be notified beforehand of ANY guests expected during the session.

### **Responsibility**

The person responsible for paying for studio time will be held responsible for the actions of all artists and guests he or she brings to any session. The client must show a legal ID with proof of age. If the client is under 18 years of age the client's parent or legal guardian must read and sign the studio recording agreement and provide a legal ID, as well as additional proof of guardianship if last names are different, and will be held responsible for all actions and debts of the client.

### **No Smoking**

Smoking indoors is prohibited. If you choose to smoke outdoors, please use the receptacle provided for your butts.

### **Outdoor Noise**

As we are located in a residential area, we must insist that noise be kept to a minimum while outside the building. We have a good relationship with our neighbors and would like to keep it that way.

### **Drugs & Alcohol**

We reserve the right to deny access to our premises and our equipment to those clearly under the influence of drugs or alcohol.

### **Guns & Weapons**

Under NO circumstances are firearms, knives, or any other type of weapon allowed on our premises by clients or their associates. Failure to comply with this policy can result in immediate voiding of the recording agreement, forfeiture of all client deposits, and a lifetime ban from our facility.

PLEASE don't bring your drama here. Do unto others as . . . and all that.

All policies subject to change at the discretion of studio management.

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