

SJE ARTS TERMS AND CONDITIONS FOR RECORDING SESSIONS

1 **SJE Arts** is owned and managed by St Stephen's House.

2. **The hirers** must nominate a person to take responsibility for administration of the recording session (details of name, address, telephone number to be supplied).

3. **The Facility Fee & Payment.** The charge for the recording will be **xxx with xxx for use of the Steinway D piano** and tuning at cost, as required. You will be invoiced on booking for a non-refundable deposit, in part payment of the final fee. The balance must be paid within 21 days of receipt of final invoice.

4. **Piano (2008 Steinway Model D Grand Piano).** The hirer will be charged for tuning of the piano, if required. This will be arranged by SJE Arts. The hirer will be held responsible and charged for any damage while it is in your custody so must provide proof of insurance cover for the period. Please also see separate conditions for the hire of the piano.

5. **Electrical equipment.** All electrical equipment brought onsite must have been electrically (PAT) tested and approved.

6. **Car Parking.** There is limited car parking available in the college's James Street car park for technicians and performers.

7. **Insurance.** Hirers will be held responsible for any damage or injury arising out of their activities for which they have booked the premises. Hirers are responsible to carry out their own risk assessments.

8. **Accident or injury.** Hirers of SJE Arts are required to complete details of any accident or incident occurring during their occupation of the premises, which did or could give rise to injury or illness, as soon as possible after the accident or incident and before vacating the premises. A book is provided for this purpose.

9. **Cancellation.** If a booking is cancelled more than 2 calendar months from the recording date, the deposit will be forfeit. For a cancellation within 2 calendar months of the recording date the entire booking fee will become due. This fee will include the cost of tuning, if applicable, and any other costs incurred by SJE Arts in relation to the event.

Please sign below to confirm that you have read and accepted all the above conditions.

Date and details of session.....

Signed..... Date

Name on behalf of

Please Note: Bookings are not fully confirmed until this form has been completed and returned with the required deposit.