

## **Terms & Conditions**

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- A. Your session begins at the time of your booking- not when you arrive. It is important that you are on time for your booking, as a scheduled booking may be scheduled immediately after your session.
- B. Your session ends when the Engineer has indicated the project is finished. If any additional work is necessary such as CD Burning etc. please note the engineer is still working on the project, and you are still being billed.
- C. Full Day Sessions- All full day sessions are to be paid in advance-no refunds or prorated rates, as that time has already been allotted for you and cannot be re-booked. This also applies to multiple days.
- D. No animals are allowed in the Studio
- E. Please notify staff if you intend to Photograph or Video the sessions, prior to the session to make sure you have a private and safe experience.
- F. We want your experience to be a pleasant one, therefore we do not allow any alcohol and/or drugs on the premises. The Studio Manager or Engineer reserves the right to cancel your session, which will forfeit all fees paid.

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## **Payment Terms**

- A. There is a 3-hour minimum for all sessions. Rates are billed in hourly increments. If a session extends longer than the scheduled time, session will be booked at the regular rate, if studio time has not been previously booked.
- B. No files will be released without payment- no exceptions
- C. Payment for scheduled sessions can be made via CASH, PAYPAL, CREDIT CARDS (Processing fee will be applied for credit cards). Upon arrival to the studio, please present identification & credit card used for the transaction. Payments for all bookings must be made prior to the sessions.
- D. Absolutely no split payments on BLOCK SESSIONS

## **Cancellations/Rescheduling of Sessions**

Bookings of \$1000.00 or less, we require full payment to hold your session time. Bookings greater than \$1000.00, a 60% deposit is mandatory to hold your session time. We provide a 4-hour grace period to pay the deposit . If the deposit is not paid within (4) hours of your scheduled session, we have the right to cancel the session and book other clients.

- B. Cancellation or rescheduling a session must occur with 48 hours of the scheduled Session or Client will be charged 60% of the time reserved for the Client. Cancelling a scheduled session, after it has taken place or with within 24 hours of a booked session, the client will be charged for the full amount of the session. Upon booking & arriving for a scheduled session, you agree that Hit City Recording has provided service, consequently you agree to no refunds or charge backs. Also, it is understood that whether you decide to take your final product with you after scheduling time with us or not, Hit City Recording has provided service, resulting in no refunds or chargebacks.
- C. By booking/scheduling time at Hit City Recording, you have agreed to the fact that you have agreed that you have read and accept our company policies/terms.

## **Storage of Files**

- A. Clients shall bring external hard drives to sessions for coping back ups etc. Work is done on our internal drives until payment is secured in full. We will not release any files until the Client's bill is paid in full. All recorded material will remain Hit City Recording property until Client's bill is paid in full.
- B. Hit City Recording will practice care & handling in the storage of Client files-hard drives while stored at the facility. We cannot assume any liability for loss or damage to such files/hard drives. Hard drives will be held for one week (7) calendar days after a completed session to retrieve the Hard drive before data is erased due to cleaning of our systems. Hit City Recording cannot be held liable for such material after this grace period.
- C. Hit City Recording has the right to refuse service to anyone
- D. You must take all of your file with you at the end of your session. There is a \$100 charge for files left behind.

You authorize Hit City Recording to book your designated session. You also authorize HCR to charge the credit card provided to secure & reserve your booking session. You agree that payment for the session whether you show up for the session is NON\_REFUNDABLE. By proceeding with this transaction, you certify that you are the rightful owner of the credit card used for this booking. You also agree that in the case of charge back or fraud, you abandon any and all mechanical & intellectual property rights on any and all audio materials created during your session in favor of Hit City Recording as rightful sole owner. You agree with or no refunds policy stated on this site. All sales are final.