

These terms and conditions govern your use of our film studio facilities and services located in Kirrawee, NSW. By using our facilities or booking our services, you agree to be bound by these terms.

1. SERVICES OFFERED

STUDIO HIRE (DRY HIRE) HALF DAY

Includes:

- 4 Hour Hire (9am-1pm OR 12:30pm-4:30pm)
- Sound Treated Studio Room (4.5m x 7.5m) (Please note: the term "sound treated" does not guarantee/imply the room is 100% sound proofed)
- Chromakey Green Cyclorama (4.5m x 3m) (Blackout Available)
- Acoustic Motorised Black Wrap Velvet Curtains
- 3 x 43" Studio TV Monitors on Moveable Stands
- LED Lighting Grid (Adjustable) (LightPro Ultrasoft rectangular 66R Continuous LED Panel)
- Beauty Room (Includes 3 x Hair & Makeup Stations)
- Entertainment Area (Includes 85" TV and Lounge)
- Kitchen/Bar (Includes Seating for 13 pax)
- Changeroom
- Bathroom
- Complimentary Wifi
- Onsite Concierge
- Onsite Parking (3 x Vehicle Spots)
- Secure Access
- Ducted Air Conditioning
- Guests are responsible for bringing their own equipment & crew

STUDIO HIRE (DRY HIRE) FULL DAY

Includes:

- 7.5 Hour Hire (9am to 4:30pm)
- Sound Treated Studio Room (4.5m x 7.5m) (Please note: the term "sound treated" does not guarantee/imply the room is 100% sound proofed)
- Chromakey Green Cyclorama (4.5m x 3m) (Blackout Available)
- Acoustic Motorised Black Wrap Velvet Curtains
- 3 x 43" Studio TV Monitors on Moveable Stands
- LED Lighting Grid (Adjustable) (LightPro Ultrasoft rectangular 66R Continuous LED Panel)
- Beauty Room (Includes 3 x Hair & Makeup Stations)
- Entertainment Area (Includes 85" TV and Lounge)
- Kitchen/Bar (Includes Seating for 13 pax)
- Changeroom
- Bathroom
- Complimentary Wifi
- Onsite Concierge
- Onsite Parking (3 x Vehicle Spots)
- Secure Access
- Ducted Air Conditioning
- Guests are responsible for bringing their own equipment & crew

2. BOOKING & PAYMENT

- All bookings must be paid in full upfront via credit card through our online booking platform or third-party booking platforms.
- Upon receipt of payment, TSS Studios will provide the Terms and Conditions and Equipment Form for review, completion, and signature. A booking is only considered confirmed once the completed form has been returned and approved by our General Manager.
- TSS Studios reserves the right to decline any booking that is deemed unsuitable for our space.
- All prices are subject to change without prior notice.

3. CANCELLATION / NO SHOW POLICY

- Cancellations made in writing with more than 24 hours notice will be eligible to receive a credit to rebook for a later date.
- Cancellations made in writing with less than 24 hours notice will be eligible to receive a credit to rebook for a later date, minus a \$150 late cancellation fee.
- If an issued credit is used to make a booking and it is canceled, the credit will be forfeited in full.
- No shows will not be eligible for a refund or credit.
- All credits will expire after 12 months of being issued.

4. BUMP IN/BUMP OUT

- The space must be vacated and all items brought into the space must be removed by the end time of your booking reservation. Overtime will be billed in half-hour increments at a rate of \$300 per hour.
- Guests must remove any equipment or rentals brought in. Please factor this bump in and bump out time into your booking hours.
- Bump in is strictly no earlier than your selected time slot.

5. CLEANING / DAMAGES

- Guests are expected to leave all spaces in the same condition as they found it in. Guests must respect all spaces and are kindly requested to tidy up after themselves.
- Respecting the Spaces: Please take great care of our spaces. No nails, screws, staples, or penetrating items should be used on our walls. No tape or gummed backing materials can be used. Damages (walls, floors, furniture, etc.) will be billed in full.
- Restrictions: There is no smoking allowed on the premises. No glitter or confetti can be used. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated.
- Entertainment Area: This area is a privilege for all hires to use however it must be returned back the way it originally was found. Cleaning supplies are provided and can be found in the designated area.
- Any cleaning or damage will be charged in full as determined by our service providers.

6. STUDIO ACCESS & SIGN-IN/SIGN-OUT PROCEDURE

The following procedures must be adhered to upon guest arrival and departure from the studio:

Upon Arrival:

- The guest must sign in with a TSS team member and present a valid Australian Photo ID.
- TSS will take a copy of the ID or request (if digital) screen shot of it to be emailed to production@tssstudios.com.au before proceeding with the booking.

Upon Departure:

- The guest must see a TSS staff member and sign out at the end of the booking.
- The TSS staff member will also do a walk through with the guest to confirm there is no damage or cleaning required to any of the spaces used.
- In the event there is damage and or cleaning required, TSS will require a valid credit card to be presented (on the spot) to record the details, and TSS will charge for the damages and or cleaning once quote is obtained from our supplier to resolve.

6. GREEN SCREEN FLOOR

- We have a green screen floor that is covered by removable carpet. If you choose to remove the carpet, you must take adequate steps to ensure the floor is not marked or damaged. We recommend wearing shoe coverings, and avoid wearing high heels, dark-soled shoes, or any shoes that might cause damage.
- Any damage to the floor will be charged in full, as determined by our service providers.

7. EQUIPMENT (INCLUDING PROPS/SMALL FURNITURE ITEMS)

- All equipment must be stored within the studio or designated entertainment area and cannot be left on-site for later pickup. For safety reasons, equipment cannot be stored in any foot traffic areas such as the foyer, hallway, or other common walkways.

8. HEAVY & LARGE EQUIPMENT

- For the safety and well-being of all personnel and to preserve the integrity of our facilities, please be advised that the use of heavy or large equipment within the film studio is strictly prohibited.
- This restriction is in place to ensure the safety of personal, our stairways and glass panelling, which may be adversely affected by excessive weight or movement of large equipment.
- We appreciate your understanding and cooperation in maintaining a safe and secure environment for everyone. If you have any questions or need assistance with alternative arrangements, please do not hesitate to reach out to our team.

9. ACCESSIBILITY

Please note that access to the studio is only available via one flight of stairs, and there is no alternative entry.

10. LIMITATION OF LIABILITY

TSS Studios is not liable for any damages or losses incurred during your booking, including but not limited to equipment malfunction, loss of data, or personal injury. Guests are responsible for obtaining their own insurance coverage if necessary.

11. AFFILIATION AND LIABILITY DISCLAIMER

While we may recommend or collaborate with trusted partners, we do not have any financial or commercial affiliations with these third parties. All interactions, agreements, or transactions between you and our partners are conducted independently of our involvement. We do not have control over, nor are we responsible for, the services or products provided by our partners. It is your responsibility to conduct appropriate due diligence before engaging in any business or financial interactions with these third parties. For any issues or disputes arising from your relationship with our partners, please contact them directly. We strongly encourage you to review the respective partner's policies, terms, and conditions before proceeding.

12. TERM & TERMINATION

These terms remain in effect for the duration of your booking. We reserve the right to terminate your booking and remove you from the premises for any violation of these terms.

13. GOVERNING LAW

These terms shall be governed by and construed in accordance with the laws of New South Wales, Australia.

14. ENTIRE AGREEMENT

These terms constitute the entire agreement between you and TSS Studios regarding the use of our facilities and services.

15. CONTACT US

If you have any questions regarding these terms, please contact us at 1300 698 558 or production@tssstudios.com.au. Thank you for choosing TSS Studios!

GUEST ACKNOWLEDGMENT TO TERMS & CONDITIONS

By signing this document, you agree to the following:

- You agree to the TSS Studios Terms & Conditions outlined above.
- You acknowledge the cleaning policy and accept responsibility for any cleaning fees if the studio is not left in its original condition.
- You accept full responsibility for any damages incurred during your booking and agree to cover repair or replacement costs.
- You agree to follow the TSS Studios sign-in/sign-out procedure, including providing valid ID upon arrival.

First Name _____ Last Name _____ Phone _____

Signature _____ Date _____

