



Future Leap Clifton:

Media Studio Terms and Conditions

Version 1

Reviewed: 18/03/2024

Future Leap Media Studio Terms and Conditions

The following Terms and Conditions apply to the use of media studio at Future Leap Clifton, The Old Chapel, 16 Oakfield Rd, Clifton, Bristol BS8 2AP and applies to the specific facilities hired and to all shared spaces that are accessible during your visit. If you don't understand any of the following document, or have any further questions, please contact clifton@futureleap.co.uk. It is assumed that by accepting these Terms and Conditions, the user understands and agrees to the terms outlined below.

Future Leap ES Ltd ("we" or "us") operates a multimedia studio, "The Site", which includes a podcast studio, an editing room, a film studio and a photography studio, as well as shared facilities for site users to access.

1. Our obligations:

- a. We hereby grant you permission for:
 - i. Use of the media studio facility required by you for the time booked
 - ii. Use of the fixtures and fittings in the facility
- b. We shall, during your hire time, provide heating, lighting, kitchen and toilet facilities, ensuring the site's cleanliness at all times
- c. We reserve the right to refuse access, or to ask you to leave the site, if the terms below are not met

2. Terms

You agree to the following:

a. Booking and Payment:

- i. Bookings are only considered confirmed on the payment of the issued invoice relating to the service. Invoices must be paid either within 7 days of issue or before the date of hire (whichever is sooner)
- ii. Bookings requiring kit hire require 2 working days' notice. We will endeavour to try and provide the exact kit required by you, however, availability cannot be guaranteed.
- iii. Invoices will be sent via email to the contact details provided. This needs to be paid to secure your booking. If the invoice is unpaid, the booking is considered unconfirmed and we reserve the right to offer the booking to another customer.
- iv. We will endeavour to contact you if your booking is cancelled, however, we cannot guarantee this.
- v. On payment of your invoice, a confirmation of your booking will be sent via email.

- vi. We take no responsibility for being unable to contact you if the contact details provided are incorrect.
- vii. Following your booking, we reserve the right to issue a further invoice to cover any additional charges that were not part of the original booking. If you receive the final invoice, it must be paid within 30 days of issue.
- viii. We reserve the right to charge interest at 4% above Barclays Bank plc base rate on all overdue payments.
- ix. All bookings and hire will be subject to VAT and you are expected to pay the full invoice amount including the VAT.

b. Cancellation:

- i. Cancellations 14 days or more before the start of the booking will be refunded in full.
- ii. Cancellations within 7 days before the start of the booking will be refunded 50%
- iii. Cancellations within 2 working days will not be refunded
- iv. Where possible, we will try to accommodate moving your booking to another date at no charge, however, availability is not guaranteed.

c. Additional Charges:

- i. Studios are available on both dry and wet hire. If food and drinks are required on site, this must be booked 24 hours in advance. You are responsible for alerting us of any allergies or dietary requirements.
- ii. Over-running on your allotted hours will result in additional per hour charges at the advertised rates.
- iii. The studio is staffed between 08:00-16:00 Monday-Friday. If additional support is required outside of these hours, this may be charged for depending on the requirements. It is your responsibility to alert us of this requirement prior to booking as there is no guarantee that the company will be able to accommodate this at short notice.
- iv. Any damage to the site, kit or facilities will be charged to you.
- v. If a technician is needed to support on site, this will be charged at an hourly rate. You are responsible for alerting us of this requirement prior to your booking. We are under no obligation to provide any technical support on site and by not requesting this support, you are agreeing that you have the technical abilities to use the equipment without support.
- vi. Rubbish left in the facility will be professionally removed and charged to your account.
- vii. You are responsible for informing us of any equipment that is being brought to the site that has a high-power usage. We may charge you an additional surplus for this and this will be discussed with you prior to booking. If we are not alerted to this prior to your booking, we may not allow you to use the specific piece of equipment in the facility.

d. Opening Times:

- i. The studio operates 0800 – 1600 hrs, unless otherwise arranged.
- ii. You must be out of the building with all equipment by 1600 hrs, unless agreed prior to arrival.

e. Staff and Support Staff:

- i. We will ensure that a staff member is always on site for Health & Safety and to support with either accessing or using the basic facilities.

- ii. Unless we are informed prior to the booking, there will be no technical support offered on the site.
- iii. We operate a zero-tolerance policy for verbal or physical abuse to our staff and support staff. If your behaviour is found to violate this, you will be asked to leave the site and will not be refunded. We reserve the right to refuse any future bookings.

f. Available Kit and Kit Hire:

- i. The studio comes with the following kit (See Appendix 1) and by hiring this space without a technician, you are agreeing that you are competent and able to use the kit and return it in the same condition it was provided to you.
- ii. It is advised that any additional kit is hired in advance, as we are unable to guarantee availability.
- iii. On receipt of the kit and prior to use, it is your responsibility to report any damage or issues immediately. Any damage after use will be assumed to have been caused by you and the cost or repair, replacement and any subsequent loss in booking will be invoiced to you.
- iv. All kit hired is maintained, serviced and tested regularly. However, we understand that technical malfunctions may happen from time to time. We take no liability for the loss or damage of media material produced at the site as a result of the provided equipment.
- v. Film kit is hired by a partner organisation, Films59, who may require you to sign additional terms and conditions.

g. Insurance:

- i. You must have appropriate insurance to cover any loss of profit or other risks associated with your production. Cover must also be in place to cover loss, damage or theft of any kit owned by the customer, hired in, or owned by Future Leap Media Studio.
- ii. Future Leap Media Studio will not be held responsible for any claims that come from the customer due to not having adequate insurance cover. Customers must be able to provide proof of valid insurance upon request.

h. Delivery of Material:

- i. When any materials (of any format) are to be delivered to the customer electronically or physically, the customer acknowledges and agrees that although we endeavor to ensure safe delivery, delivery is not 100% secure and materials could be intercepted, tampered with, lost or deleted in transit. The delivery may involve third party providers or data carriers, which Future Leap Media Studios have no control over and accept no responsibility for.
- ii. We shall not be held responsible or accept any liability for any delays in delivery, non-receipts, loss or damage to any materials from any person gaining unauthorized access to any materials delivered electronically or physically.
- iii. We shall not be held responsible for, or accept any liability for, any loss or damage to materials as a result of malfunction and or viruses, bugs, malware to any equipment and/or software used to deliver/receive any materials.

i. Behaviour on Site

- i. Although the site is fully sound treated, we ask that customers are aware of other recordings that may be taking place and keep noise in communal areas to a minimum. You may be asked to leave if you are interrupting another customer's experience.
- ii. We operate a no drugs policy.

- iii. Alcohol may be consumed on site, only when we provide prior consent.
- iv. If you are planning on producing adult material, such as that of a sexual nature or involves nudity, you must inform us prior to booking. We reserve the right to refuse your booking without further explanation.
- v. If you are planning to use the site to produce material which includes hate speech or material targeting a specific community, you must inform us prior to booking. We reserve the right to refuse your booking without further explanation.
- vi. We operate an inclusive and fair workspace - if your physical or verbal actions make another customer uncomfortable, you will be asked to leave and we will not refund your booking. We reserve the right to refuse bookings from you in future.
- vii. If you are planning on bringing under 18's to the site, you must notify us prior to arrival. All under 18s must be always supervised.
- viii. We do not allow animals on site, other than service animals. We do understand that on occasion you may need to bring animals to produce material. In this case, we request you inform us prior to booking. We reserve the right to refuse your booking without further explanation.

j. Liability:

- i. Except as set out in the points above, we will be liable
 - up to a maximum of £2 million for personal injury or death or fraudulent misrepresentation;
 - up to a maximum of £5,000 (for any one event or series of connected events) for damage to personal property.

k. Health and Safety:

- i. Please adhere to all the safety procedures implemented by the Future Leap team.
- ii. Fire & evacuation procedures are displayed on notices around the building and the full policy is available on request from the Future Leap Manager.
- iii. Anyone not following these procedures may be asked to leave.

l. News, updates and marketing

- i. When you register, an account will be created on our platform and you will automatically be included in necessary Future Leap Co-working updates through our members portal.
- ii. If you would like to be kept up to date with our monthly & bitesize newsletters containing event invitations and good news stories, please subscribe to The Future Leap Network and the Festival of Sustainable Business' newsletters.
- iii. We have a physical members' news & message board in the co-working space and you are welcome to add to it. We will occasionally tidy and curate it from time to time to keep things up to date & looking good. However, we cannot guarantee that we will not remove something newly added by mistake. Please keep this board appropriate and accessible to all. No offensive, pornographic or oversized materials **is allowed**.
- iv. There are opportunities to showcase your product or service in the publicly accessible retail area of Future Leap, too. Please speak to a member of the team if you would like to find out more.
- v. And, as always, please do feed back to us about any content & news you would like, or would not like, to be included and shared within the community.

m. IT

- i. Use of the wireless network is subject to the general restrictions outlined below. If abnormal, illegal, or unauthorized behavior is detected, including heavy consumption of bandwidth, we reserve the right to permanently disconnect the offending device from the wireless network.
- ii. Examples of Illegal Uses

The following are representative examples only and do not comprise a comprehensive list of illegal uses:

1. Spamming and invasion of privacy
2. Fraudulent activities; seeking information or data belonging to another user
3. Hacking, interfering with or attempting to interfere with the network or any other user's equipment
4. Distributing viruses or malware

5. The transfer of technology, software or other materials in violation of applicable export laws and regulations.
 6. Intellectual property right violations
 7. Using the Service in violation of applicable law and regulation
 8. Distribution of pornographic materials
- iii. Examples of Unacceptable Uses

The following are representative examples only and do not comprise a comprehensive list of unacceptable uses:

1. High bandwidth operations such as large file transfers and media sharing with peer-to-peer programs (i.e. torrents)
2. Obscene or indecent speech or materials
3. Defamatory, hateful or abusive language

Appendix 1: Kit List

Photography

- White photography backdrop: Heavy duty background support
- 1 system
 - 1 Manfrotto Paper Roll 2.72m width - Super White

Grid mounted spot and backlights with desk controller

- 5 Spotlights DayLED 650 Focusing Fresnel Spotlights with Barn Doors
- 6 Softlights Element Tile Dual Colour Softlight x 6
- 1 Lighting Control Desk: Basic Scene Setter, 24 Channel DMX, Fader

Video

Recording

- 2 Movable PTZ Panasonic HD Integrated Cameras (AW-HE20KE)
- 1 Roland HD Video Switcher (V-60HD)
- 1 Hyperdeck Studio Production Visual Mixer - HD Plus Basic SD Card Video Recorder + Rackmount
- 1 Roland USB Video Capture (UVC-01)
- 2 Wall Mounted TV screen

Audio recording

- 6 Audio-technica Professional Monitor Headphones (ATH-M20x)
- Sennheiser True Condenser Microphones (MK 4) with pop Shields and Angle Poise Microphone
- 6 Arms
- 1 Mackie HM-800 Rackmounted 8-output Headphone Distribution Amplifier
- 1 Mackie PROFX12 Professional Mixer
- 1 Denon DN300 Professional Rackmounted SD / USB Recorder
- 2 Yamaha MSP 3A Powered Monitor Speakers

Media Studios Kit List - as at 09/02/24

Cables

- 1 Ethernet to usbc
- 1 Ethernet cable
- 2 iPhone charge to usb
- 1 hdmi in to usb
- hdmi to
- 2 vga
- 1 hdmi to usbc
- audio xlr (male to
- 6 female)
- 1 usb to printer

- 3 hdmi leads
- 2 usb to usbc
- 1 mini jack to mini jack
- 3 mini jack to jack adapters
- 1 usb to mic / headphone splitter
- 1 stubby Usb to usbc adapter
- 1 jack to usbc cable
- 1 hdmi to projector input
- 1 mini jack to usbc

Mini stills camera tripod

Lighting

- 1 Large studio light freestanding softbox
- 1 handheld light with stand
- 1 tripod
- 1 desk lamp

SD Cards

- 3 sandisk 64GB

1 Tall Ladder for lighting rig / curtains