

## FACTORY STUDIOS BOOKING TERMS

All prices exclusive of VAT/moms.

IMPORTANT: We only rent out to business customers who hold an F tax slip (F-skattsedel).

### BOOKING AND ADVANCE PAYMENT

- A booking request is not a binding booking and cannot be guaranteed.
- We apply advance payment and therefore need your complete invoicing details and email address in connection with booking. Once you have made your booking, we will email you an invoice together with our rental conditions.
- **By paying the invoice, you confirm both the booking and that you accept these booking conditions and rules of conduct (see next page). As long as the invoice is not paid, we do not regard the booking as confirmed. It is therefore important that you pay it as soon as possible.**
- If the invoice is not paid within 5 working days, at the very latest the day before the rental, we have the right to remove the booking.
- You can only make bookings for a company that you have the right to represent. We reserve the right to invoice you as a private person if the invoice is not paid by the company in question. We also reserve the right to order a credit report.

### PRELIMINARY BOOKINGS

- In general, we have a first-come, first-served policy for our studio bookings. If you need to reserve a specific date, you can make a preliminary booking that is valid for 3 calendar days, for a booking fee of SEK 500 + VAT. If you then confirm the booking, the fee will be deducted from the total booking fee, but should you decide not to book the fee will not be returned.
- If you want to make a pre-booking, we need your invoice details (company name, organization number, address, e-mail and phone number).
- NOTE! The booking will be held for three working days, starting from the day we receive it. After that, we'll release it if we don't hear anything more from you. If you want to confirm the booking, it is important that you contact us.

### REBOOKING

- Free rebooking up to 72 hours prior to rental. In case of rebooking less than 72 hours prior to rental, 50% of the total price will be charged in addition to the original rental fee.
- Rentals may only be rebooked twice, and with a maximum of three months in advance.
- NOTE: Rebooking must be requested via email or over the phone (not by SMS).

### CANCELLATION

- The rental price includes a booking fee of SEK 500.
- In case of cancellation up to 72 hours prior to rental, we will refund/credit the entire sum except for the booking fee of SEK 500.
- In case of cancellation less than 72 but more than 24 hours prior to rental, 50% of the total price will be refunded/credited.
- No refunds will be made for cancellations made less than 24 hours prior to rental.
- NOTE: Cancellation must be confirmed via email or over the phone (not by SMS).

### BE ON TIME FOR GUARANTEED ACCESS

- If you have booked a rental outside regular office hours (weekdays 09–17), or during a vacation period, it is especially important that you arrive on time.
- If you do not show up on time and have not notified us in advance, we cannot guarantee access to the studio that day. We will also not make any refunds.

### DAMAGES AND COMPENSATION

- You are responsible for ensuring that equipment and furnishings are not damaged, and that everyone in your party follows the rules of conduct (see below).
- In the event of damage to furnishings or equipment, as a result of direct or indirect negligence on the part of you or your party, you will be liable for compensation. Therefore, you are recommended to have insurance that covers any damage.

- Factory Studios takes no responsibility for damage to your own equipment.
- You are responsible for transporting your own equipment, props, etc. in and out of the premises in a way that does not damage our furnishings, floors, etc.
- Take care when using equipment, cables, ladders etc. When changing paper backgrounds, we recommend a two-person team –or ask us for help. Tape electrical cords to avoid people tripping over them and damaging equipment. We take no responsibility for personal injuries that occur in connection with incorrect or careless use.

#### OUR RESPONSIBILITY IN CASE OF UNEXPECTED EVENTS

- While we do our best to ensure that your studio booking goes smoothly, there are some things we cannot control – for instance unexpected power outages, water leaks – that may affect, disrupt or at worst prevent use of the studio. In such cases, you will be refunded the entire rental fee (including the booking fee), and of course we will try to help find another solution. However, we take no responsibility for costs related to a disrupted studio booking, e.g. lost income, rental of external equipment, etc.
- Should we receive information about a planned disruption that affects the studio – for example a planned power cut, water cut or repair – we will make sure to inform you immediately. If you then want to cancel or rebook, this will be done free of charge, unless we ourselves can assist with an alternative, equivalent solution.

#### RULES OF CONDUCT

##### THE STUDIO SPACE

- Please take off your shoes at the entrance – we don't want to drag in dirt from outside. Indoor shoes are fine as long as they are dry and clean. Thanks!
- The kitchen and dining area are shared with the other people that work here – please be considerate.
- We want to rent out a nice, fully functional studio, so please take care of the studio and its equipment. Notify us immediately of damage, defective equipment, or if light bulbs/batteries/other material is running low.
- Leave the studio neat and tidy. Put equipment back in its original place (just ask if you're unsure).
- Vacuum cleaners and other cleaning equipment are available if needed. Kitchen equipment that has been used must be washed or put in the dishwasher. Throw away your rubbish (ask where if you're unsure).
- If the studio is not returned to its original state by the end of your rental, or if we need to clean up after you, we reserve the right to charge an extra fee (minimum 500 SEK).

##### A SAFE, HEALTHY WORK ENVIRONMENT

- The premises are an everyday workplace for our tenants, and we want to provide them with a safe, work-friendly environment. It's fine to play music, talk, etc., but please avoid being unnecessarily loud or disruptive. We reserve the right, without refund, to dismiss people – both photographers and their clients – who behave inappropriately.
- We care about the health of our tenants. We reserve the right, without a refund, to reject people – both photographers and their clients – who show clear symptoms of contagious illness. If you are unsure – get in touch beforehand, and we can discuss rebooking.

##### YOUR SAFETY AND OURS

- The studio may not be rented for any other purposes than photography and film work.
- It is absolutely prohibited to use our tenants' private workspaces, or to borrow objects from them. Items belonging to the premises or studio are not to be taken outside of the premises without permission.
- Smoking is not allowed. Animals are also not allowed, for allergy reasons. No inflammable equipment, hazardous chemicals or otherwise dangerous objects/substances are allowed. No smoke machines are allowed.
- Keep an extra eye on children. They are not allowed to handle the studio's photography equipment, and may not be in other parts of the premises without supervision. Children with contagious illnesses (colds, flu etc) are not allowed on our premises.

##### PLEASE ASK!

We try to always have someone on site who can help out if you run into problems, have any questions, or just need help with the coffee machine. Don't hesitate to ask – we want your studio rental to be great!

Questions? Contact [info@factorystudios.se](mailto:info@factorystudios.se) or Alison at 0733-393747.