



OUR CONDITIONS OF HIRE (AND USEFUL INFO) FOR STUDIOS & EQUIPMENT

For full Terms & Conditions of trading (which differ and expand upon below) are available from our bookings team and also the footer of our website at: sandstormfilms.com

You must assume that all bookings are subject to our terms and conditions and we highly recommend them as bedtime reading. All general information required for a studio or equipment dry hire, part wet hire or crewed hire are included in this document.

1) The really really important bits:

- 1) We are always here to help.
- 2) You are responsible for your own insurance including in transit for location work.
- 3) Respect the stages, equipment and staff when you're working with us and tidy up after yourselves – should you damage anything, just let us know ASAP so we can repair it.

2) The really important bits (the FAQ's):

- 1) Fundamentally we are here to help you have the most productive and enjoyable shoot possible. Your production's success is our priority.
- 2) Standard studio hire day = 08:00 – 18:00 on a week day.
 - A. We follow APA / BECTU guidelines for our crew hours (10hr working day + 1hr lunch).
- 3) You, as the hirer/production company are assumed to have deemed the studio suitable for your needs.
- 4) You, as the hirer/production company (often referred to in this document as the 'Studio Hirer') are responsible for your own insurance and a copy of your cover will be required prior to shooting in our facilities or hiring any equipment or crew.
- 5) You, as the hirer/production company are responsible for leaving the studio clean and tidy on departure. This includes (if a strike day/s has not been quoted for by Sandstorm) a full clear down including emptying bins and putting all hired equipment away before you leave. We are very happy to do this for you and it is often cheaper too, but it will be charged on.
- 6) On completion of your shoot, we require full payment of (should there be any) additional electric rates + studio clearance + over-time + additional crew + extras & consumables.
- 7) Overtime is payable at our per hour rate of 10% day rate total from quotations normally excluding equipment hire.
- 8) Clients without a trading history with Sandstorm must pay 100% upfront to book the studio and all facilities.
- 9) VAT is payable at 20% for UK registered non-charitable clients.
- 10) All studios have controlled access via unique ID cards, these are issued for your shoot by Sandstorm on the day of the shoot. We can issue as many or as few as you like per shoot, all unreturned access passes / ID cards may be charged on to the Studio hirer at discretion of the studio.
- 11) All personnel entering Sandstorm's facilities (from March 2020) will be required to follow the British safety guidelines for working with Covid, these are constantly changing and are your responsibility as the hirer to adhere to.
 - A. Should you require Sandstorm to carry out the tests this cost is charged per head. For Sandstorm end-to-end productions we will cover the cost of administering the tests.
- 12) Food and Drink – we have excellent on-site facilities for drinks, breakfast, lunch and dinner, all provided through Director Club : director-club.com
 - A. You can prebook all of these services and/or book on the day of your production.



- B. We highly recommend you book ahead through Sandstorm at the time of booking your studio to save disappointment on the day should Director Club be fully booked.
 - C. As a standard procedure we assume you have deemed the studio stage you are hiring suitable for dining your entire crew also. In some instances we can facilitate crews / clients in Director Club or outside. This is by discretion of management only.
 - D. Should you wish to provide your own food and drink we have only a few rules:
- 13) You cannot consume your food or drink outside of the studio stage you are hiring.
- 14) You must dispose of your own food and drink waste off-site – all waste must be removed and you will be charged additionally if we have to remove food or drink waste that was not supplied by Sandstorm or Director Club.

3) General Terms & Conditions:

1. It is your responsibility to judge the suitability of our stages for your project. Do this through a virtual tour, floorplans and/or site recces. Should you require additional space once your hire has commenced you will be charged for the extra space required.
2. Please note that Studio 1 has excellent acoustics but is not completely soundproof, any passing airplanes overhead or large HGV's on site can be heard. Studio 3 is also acoustically treated for dialogue but heavy rain can be heard faintly through the treatment. Studio 2 is treated for audio, but not to a Sound Stage standard. All our stages have been in use for over fourteen years with only a few instances of even minor shooting delays due to sound/acoustics. Our stages are not designed for live broadcasts, and additional planning should be considered for live broadcasts (closing off areas of the site to reduce traffic/machine/workshop noise and choosing broadcast times and durations carefully).
3. When booking a studio for the purposes of filming, photography or performance, the Studio hirer accepts that they are satisfied with the facility and that they have deemed it to be suitable for the purposes of the hire.
4. Verbal confirmation is not an accepted booking confirmation method and a studio hire booking is only confirmed once it has been confirmed via email and Purchase Order and/or paid for in advance (if you are a new client payment is always required in advance regardless of who the client is) along with evidence of your own insurance to cover the studio hire.
5. Studio hire hours start from the time the Studio hirer enters the studio or the agreed booking time (whichever comes first) and the end of the hire is based on when you have left the studio completely, after tidying up and returning your passes to reception.
6. On completion of the last day of a shoot, Studio hirers are responsible for clearing the studio stage and hospitality areas used by them, of all lighting equipment, furniture, shooting equipment, food, drink, props and general waste including cigarette butts discarded in car parks or outdoor area. Charges can be incurred if the Studio has to remove any of these items.
7. On completion of the last day of a shoot, set-building waste created by the Studio hirer must be removed. If waste is left at the premises, Sandstorm will hire a commercial skip and pass the associated costs for removal onto the Studio hirer. On average, a full studio clear out and disposal costs between £1500-2500 - depending on the size of the set build and the waste created by the shoot.
8. The Studio hirer agrees to compensate the studio for loss, damage or distress to equipment, facilities, or to the fabric of the studio itself, if caused by the Studio hirer.
Please submit a full copy of your insurance cover prior to shooting with us.
9. The studio premises are located next to a residential area. The Studio hirer must respect the Studio's neighbours by keeping external noise to a minimum.
10. The studio cannot under any circumstances be held responsible for fines incurred by the Studio hirer, or damage caused by the Studio hirer to the local site or local area by the Studio hirer or their visitors who park their vehicles on site or contravene parking guidelines. Please note we have over 50 available parking spaces on site for cars and lightweight vans (incl Lutons). HGV's and vehicles over 12m in length may struggle to access our site and we have **NO** on-site parking areas for vehicles of this size. Once a drop-off / collection has been completed they must leave the site unless expressly pre-arranged with Sandstorm.



11. Studio Clients must not use the public roads and pavements surrounding the studio premises to store any items, including, but not restricted to, shooting equipment, set-building materials, props, costumes or lighting equipment.
12. With the Studio hirer's consent, Sandstorm may carefully and respectfully use some of the images/footage from the shoot on our website and social networking site for promotional purposes.
13. Smoking is not permitted anywhere within the studio premises/stages. All cigarettes that are littered must be cleared before completion of your production. A fee will be levied for the removal and clearance of smoking and general waste left on-site.
14. The studio is covered by employer's liability insurance. The Studio hirer is responsible for its own production insurance – a copy of which must be provided ahead of production commencement.

4) TechnoDolly hire

1. The TechnoDolly is unique and our rig is regularly the only one in the UK. With this in mind, not only must you insure the rig (which is constantly maintained to the highest standards by Sandstorm and SuperTechno) but should there be an issue with the rig on the day of shooting it may not be resolvable at the time.
2. Delays caused while filming due to the TechnoDolly becoming inoperable are not the responsibility of Sandstorm, nor SuperTechno and we will do everything possible to remedy issues and return to a reasonable filming schedule where possible.
 - a. In context, in six years from 2022 we have had three breakdowns, one we were able to film around, one was electrical and required an hour to fix and the other took three hours to fix and meant we finished the day one shot behind schedule, though this was only possible as we had a spare part at Sandstorm, which is not common - we do not keep all spare parts in the UK.
 - b. Most common issues with the TechnoDolly are due to a bad electrical feed, poor earth or inadequate power or ventilation provided on set.
3. The TechnoDolly has an insurance value of £600,000. Evidence of adequate insurance is required prior to any hire and must include insurance in transit.
 - a. TechnoDolly is transported in a custom vehicle, which is fully serviced, tax and MOT'd for use in the UK and Europe.
4. The TechnoDolly is hired with two technicians as a minimum. In most instances, one acts as assistant to the technical operator – the TechnoDolly is a complete package and does not require a head tech plus a crane tech.
5. The TechnoDolly requires clean 63A power with good earthing. Ideally on a single phase, although it can operate on multiple phases if required.
6. If the location/studio stage is going to be hot we ask that direct portable air conditioning is supplied to keep the rig cool when possible.
7. The TechnoDolly comes with the SuperTechno S-head and dolly track as part of the price. The TechnoDolly cannot run on different track and although other camera heads can be fitted, they will not repeat with the TechnoDolly move.
8. The Technodolly can be operated by your own grips, or Sandstorm's TechnoDolly operators can control the entire crane and head for you, from the crane, not the desk.
9. When using third party / freelance grips or techs with the TechnoDolly we recommend at least two days of testing prior to principle filming, as the learning curve is very steep. Should you negate this recommendation it is the responsibility of the production to manage any delay caused when having to teach the grips on the fly, while filming.
10. It is infinitely more simple and affordable to hire the TechnoDolly at Sandstorm's own studios as part of a production facilities package.



5) Studio Lighting & Electrical

1. The studio presumes that anyone operating any of its equipment is competent with its use. It is the Studio hirer's responsibility to pre-determine that all crew are capable and qualified for the job they are doing and will be held liable for any misuse or damages incurred. Any Sandstorm personnel required to assist in the operation of equipment will be charged on to the studio hirer.
2. The studio is only liable for the hiring of equipment where an equipment list is agreed in writing prior to shooting.
3. The studio is liable for the performance and safety of its own electrical equipment.
4. The Studio hirer should ensure that all electric equipment they bring to the studio is PAT tested, safe to use and connected to the correctly rated sockets in the studio. Failure to do so will result in additional fees levied for trained personnel to assist you with and/or repair any damaged equipment.
5. The Studio can provide lighting consumables at an additional charge.
6. If you provide your own equipment via a third-party hire firm it is your responsibility to arrange the timely collection of the equipment – within the booked studio time. Equipment can be left at Sandstorm overnight for next-day collection or collected out of hours without the express permission of the management. Fees may be levied for equipment left if it is deemed that it makes a space unusable for other paid work or if it requires undue administration time to coordinate.
7. Power output stated on our floor plan is the maximum you will be permitted to use from mains electricity for stage/room booked. We also have a number of on-site generators for additional power. From 40KW to 200KW. The floor plan (on our website) should be provided to a qualified electrician/gaffer to ascertain if additional power is required and it should be booked in advance or we can provide this service for you. It is the Studio hirer's responsibility to check with the studio at the time of booking to ensure that sufficient power is available for the planned shoot.
8. Power cuts from the National Grid are not deemed to be the responsibility of the studio; the studio will not be held liable for any losses incurred as a result of power cuts. However, we have a number of backup generators and will always endeavour to resupply power to all stages, at our own cost, should the issue of power be outside of our / your control.

6) Health & Safety

1. While at Sandstorm, the Studio hirer is responsible for their own (and third parties employed through them) insurance cover against theft, loss or damage to their own equipment. Sandstorm will not be held liable for any claims whatsoever made by the hirer or substituent individuals working on any one particular shoot.
2. The Studio hirer is responsible for and liable for their own insurance to cover personal injury to crew and cast, plus liability to any third parties involved.
3. Studio hirer is responsible for the health & safety of their shoot.
4. Studio hirer should carry out a hazard assessment prior to their shoot and issue suitable RAMS for their production to the Studio.
 - a. Please note – if you are hiring our TechnoDolly or other motion control / cranes we have RAMS that you can access upon request.
5. Studio hirer must acquaint themselves with the studio's emergency procedures prior to shooting. These will be found at the entrance lobby to each studio stage, and in the Main Reception area of the building.
6. In the event of injury, the studio provides a first aid kit. However, the studio is unable to provide First Aid qualified personnel without additional cost. We have a number of on-site qualified first-aiders should an emergency occur.
7. It is the responsibility of the Studio hirer to ensure there is a fully qualified first aider on-stage at all times.



7) Security

1. For security purposes all Studio hirers', their crews and cast members will be asked to sign in and out and use our entry ID cards for site access.
 - a. We can issue as many or few cards as you like per shoot, all ID cards lost or not returned may be charged to the hirer. It is your productions responsibility to look after these cards.
 - b. Normally all security cards will expire at 20:00 on each day of the hire.
2. The studio operates internal and external CCTV camera recording equipment.
3. CCTV cameras are located in each studio but in the event of a 'closed set', and with the permission of the studio, these can be covered.
4. The studio won't be held responsible for Studio hirers' lost, stolen or damaged goods or equipment on the studio premises at any time. All goods and equipment are brought onto the studio premises entirely at the owner's risk.
5. Any parking provided by the studio is used at your own risk – the studio accepts no responsibility for any damage or theft to any vehicle. HGV's and large vehicles must leave site once their drop-off/collection is complete unless expressly pre-agreed by the management.

We ask all Studio hirers to encourage good parking, within bays, not blocking car parks or exits.
A full parking guide is included in our floorplans on the website.
6. By signing this booking form; you agree:
 - i. The described nature of the shoot: music, drama, commercial, feature, corporate, performance, etc.
 - ii. The precise nature of any paint-work/set builds to be carried out by the studio together with associated costs.
 - iii. To abide by the payment terms.
 - iv. The amount of electricity to be available to the studio on the day(s) of hire.
 - v. Only requested hospitality rooms are to be included in the studio hire.
 - vi. Only to bring the specified amount of people to the shoot (crew, cast, production).

The client should inform the studio of certain aspects of a shoot that might necessitate specific precautionary measures or the provision of additional facilities or services. These include, but are not restricted to: excessive noise (including music playback), set-builds, working at height, nudity, use of pyrotechnics, inflammables, smoke, liquids, stunt work, work with animals or children.

8) Studio Charges

1. The standard period of studio hire is 10 hours between the hours of 08:00-18:00, overtime is charged hourly on a pro rata basis – normally at 10% of the cost of the stage total quotation (example: studio, electric, studio assist).
2. Studio hire rates can be obtained from our website or a member of the team.
3. The studio hire fee for the weekend is charged at the same rate as a weekday, including use of all specified facilities, additional staffing charges may also apply.
4. Crew are available on-site, but are all charged additionally to studio stages – these prices are available on our ratecard or by quotation. Many in-house Sandstorm crew are available by the hour.
5. Mains electricity is not included in your stage hire fee unless you are using a minimal number of small LED fixtures. Any stage will have their electricity usage charged on for anything above this.
6. All bookings must pay 100% upfront for hires if they do not have a robust trading history with Sandstorm Films Ltd. The remainder of the fee including charges for additional services must be settled by the Studio hirer on or before the last day of the studio hire. Charges may apply for cancellation of a shoot within three working days of the scheduled dates.



9) Studio Cancellations

- 1) If cancelled within 48 hours of the booking, 100% of fees become payable.
- 2) We always endeavour to try and refund as much of a booking as possible if there has been no direct cost/implication to Sandstorm and/or the matter is out of your control (especially during Covid-19).
- 3) Once the booking form has been signed and the studio has been formerly confirmed for use by a corresponding production; any modifications to agreed dates would be liable to incur a cancellation fee.
- 4) Sandstorm reserve the right of discretion regarding any changes to dates made after the confirmation agreement. This would purely be dependent on studio stage and crew availability for the new dates.

It is your responsibility, as the hirer, to ensure you have adequately assessed and insured your production, failure to do so will result in your booking being cancelled.

Signed (Hirer) _____

Name _____

Position _____

Company _____

Date _____