



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

Full Terms & Conditions are available from our bookings team and the footer of our website at: sandstormfilms.com

All bookings are subject to Sandstorm Films Ltd's terms and conditions

All general information required for a studio or equipment dry/wet hire are included in this document.

These conditions of hire refer to any booking you make through Sandstorm Films inc. studio hire, technodolly hire and full production.

DEFINITIONS

"You/hirer" refers to the person or production company responsible for the hire of the studio

"We/The Studio" refers to Sandstorm Films.

1. The really important bits (the FAQ's):

1.1 We are here to help you have the most productive and enjoyable shoot possible. Your production's success is our priority.

1.2 Standard studio hire day: 08:00 – 18:00 on a week day.

1.3 We follow APA / BECTU guidelines for our crew hours.

1.4 You are assumed to have deemed the studio suitable for your needs.

1.5 You 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.

1.6 You are responsible for leaving the studio clean and tidy as you found it.

1.7 Clients without a trading history with Sandstorm must pay 100% upfront to book the studio and all facilities.

1.8 Overtime is payable at our per hour rate of 10% day rate total from quotations, normally excluding equipment hire.

1.9 On completion of your shoot, we require full payment of any additional electric rates, studio clearance, over-time, additional crew, extras & consumables.

1.10 VAT is payable at 20% for UK registered non-charitable clients.

1.11 All personnel entering Sandstorm's facilities 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.

1.12 Food and Drink – we have excellent on-site facilities for drinks, breakfast, lunch and dinner, all provided through Director Club: <https://www.director-club.com/>

- i. You can prebook all of these services or for crews under 12, book on the day of your production.
- ii. We highly recommend you book ahead through Sandstorm at the time of booking your studio
- iii. As a standard procedure we assume you have deemed the studio stage you are hiring suitable for dining your entire crew also. If you need additional space, please let us know.
- iv. Should you wish to provide your own food and drink, we have a few rules:
 - a. You cannot consume your food or drink outside of the studio stage you are hiring.
 - b. You must dispose of your own food and drink waste off-site – all waste must be removed and you will be charged additionally (normally charged at £50 per hour + £10 per bag of waste) if we have to remove food or drink waste that was not supplied by Sandstorm or Director Club.

2. General Terms & Conditions:

2.1 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.

2.2 Stage Acoustics - our stages are not live TV suitable.

- i. Studio 1: excellent acoustics, not completely sound-proofed i.e. low passing aeroplanes can be heard
- ii. Studio 2: treated for audio but not to a sound stage standard
- iii. Studio 3: acoustically treated for dialogue however heavy rain can sometimes be faintly heard

2.3 Verbal confirmation is not an accepted booking confirmation method and we will only consider a booking confirmed, once it is in writing, with a Purchase Order and/or paid in advance



- i. New clients are always required to pay in advance regardless of who the client is
- 2.4** Studio hire hours start from the time the hirer enters the studio and the end of the hire is based on when you have left the studio completely, after tidying up the studio and returning your passes to reception.
- 2.5** On completion of the last day of a studio hire, the hirer is responsible for clearing the studio stage and hospitality areas they have used.
 - i. Charges may be incurred if the Studio has to remove any of the hirers items.
- 2.6** 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 (as a guide, disposal is charged at £500 per skip + weight + disposal team time, a typical set removal from Studio 3 is around £2000).
- 2.7** 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.
- 2.8** The studio cannot under any circumstances be held responsible for fines incurred or damage caused by the hirer or their visitors to the local area (including roads, verges, signs, walls).
- 2.9** Parking - Please note we have over 50 available parking spaces on site for cars and lightweight vans (inc. Lutons).
 - 2.9.1 Vehicles over 12m in length may struggle to access our site.
 - 2.9.2 Vehicles above 3.5T may be denied long term parking rights on site at the discretion of the studio and are encouraged to be used for delivery and collection only, not long term parking/use for your production.
- 2.10** We ask all Studio hirers to encourage good parking, within bays, not blocking car parks or exits.
 - i. A full parking guide is included in our floorplans on the website.
- 2.11** 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.
- 2.12** Smoking is not permitted anywhere within the studio premises/stages. All cigarettes that are littered must be cleared before completion of your hire. Litter picking is charged at £50 per hour should it be required after your shoot. Ashtrays are provided by the studio.
- 2.13** 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.

3. Payment Terms & Additional Charges

- 3.1** All bookings must pay 100% of their fees quoted upfront if they do not have a robust trading history with Sandstorm. 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 hire.
 - i. All clients with a trading history will be invoiced on a 50/50 basis.
- 3.2** Overtime charges occur after the 10th hour of your shoot day (normally after 6pm if your hire began at 8am), on an hourly pro-rata basis. Normally, at 10% of the cost of the stage total quotation.
- 3.3** The hire fee for weekend use of the studio or crew is charged at 1.5 x normal day rate, plus use of all specified facilities and additional staffing requirements.
- 3.4** Crew are available on-site and charged additionally to studio stages – these prices are available by quotation. Many in-house Sandstorm crew are available by the hour.
- 3.5** Mains electricity is not included in your stage hire fee unless you are using a minimal number of small LED fixture running from 13A sockets on the wall. Any stage will have their electricity usage charged on for anything above this.
- 3.6** The studio hirer 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 and fire-arms), set-builds, working at height, nudity, use of pyrotechnics, inflammables, smoke, liquids, stunt work, work with animals or children.

4. Security

- 4.1** 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.
 - i. We can issue as many entry ID cards as you like per shoot, all ID cards lost or not returned may be charged to the hirer. It is your production's responsibility to look after these cards.
- 4.2** The studio operates internal and external CCTV camera recording equipment.



4.3 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.

4.5 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.

4.6 Any parking provided by the studio is used at your own risk – the studio accepts no responsibility for any theft or damage to any vehicle.

5. TechnoDolly hire

5.1 The TechnoDolly is unique and our rigs and operators are often the only ones in the UK.

5.2 Delays caused while filming due to the TechnoDolly becoming inoperable are not the liability of Sandstorm, nor the manufacturer SuperTechno, we will always endeavour to remedy issues and return to a reasonable filming schedule where possible.

5.3 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.

i. TechnoDolly is transported in a custom vehicle, which is fully serviced, tax and MOT'd for use in the UK only.

5.4 The TechnoDolly requires clean 63A power with good earthing to provide full range of motion at full speed. Ideally on a single phase, although it can operate on multiple phases if required. The power is drawn across 3x 16A (3KW per channel) + 1x 16A for the desk (fed from the same, clean power source)

5.5 If the location/studio stage is going to be hot or humid we ask that direct portable air conditioning is supplied to keep the rig cool.

5.6 The TechnoDolly comes with the SuperTechno S-head and 60ft of dolly track (in 10ft sections) 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 and cannot be managed or seen to be the responsibility of the Sandstorm Technodolly technicians.

5.7 The TechnoDolly is hired with two Sandstorm 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.

5.8 The Technodolly can be operated by your own grips, or Sandstorm's TechnoDolly technicians can control the entire crane and head for you - or any combination thereof.

This is at the discretion of production and depends entirely on the project and the shots required.

5.9 When using third party / freelance grips or techs with the TechnoDolly we recommend at least two days of testing prior to principal 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.

5.10 It is infinitely more simple and affordable to hire the TechnoDolly at Sandstorm's own studios as part of a production facilities package.

6. Studio Lighting & Electrical

6.1 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.

6.2 The studio is only liable for the hiring of equipment where an equipment list is agreed in writing prior to shooting.

6.3 The studio is liable for the performance and safety of its own electrical equipment.

6.4 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.

6.5 The Studio can provide lighting consumables at an additional charge.

6.6 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.

i. Equipment cannot be left at Sandstorm overnight for next-day collection or collected out of hours without the express permission of the management.

6.7 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.



The floor plan (on our website) should be provided to a qualified electrician/gaffer (if you are not using Sandstorm crew) to ascertain if additional power is required and it should be booked in advance. 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.

6.8 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 will always endeavour to resupply power to all stages, at our own cost, should the issue of power be outside of our / your control.

7. Health & Safety

7.1 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 in our studios..

7.2 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.

7.3 Studio hirer is responsible for health and safety on their shoot.

7.4 Studio hirer should carry out a hazard / risk assessment prior to their shoot and issue suitable RAMS for their production to the Studio.

i. Please note – if you are hiring our TechnoDolly or other motion control / cranes we have RAMS that you can access upon request.

7.5 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.

7.6 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.

7.7 It is the responsibility of the Studio hirer to ensure there is a fully qualified first aider on-stage at all times.

8. Cancellations (All hires)

8.1 Once the booking has been confirmed for use by a corresponding production; any modifications to agreed booking would be liable to incur a cancellation fee at the following costs:

- Within 48 hours: 100% of all booking fees becomes payable
- Within 7 days: 100% of studios, equipment and crew only
- Within 14 days: 100% of equipment
- From booking confirmation regardless of date: 100% of TechnoDolly hire fees

8.2 We always endeavour to 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.

8.3 Sandstorm reserve the right of discretion regarding any changes to dates made after the confirmation agreement, depending on the availability of studios, equipment and studios.

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 _____