

# Northern Lights Photo Studio

## TERMS OF SERVICE

### I. CANCELLATION/RESCHEDULE POLICY & CANCELLATION FEES

#### **Rescheduling Policy:**

Renter may reschedule their session ONCE at no charge if the request to reschedule is made in writing with at least 2 weeks (14 days) of advanced notice of the original scheduled booking date. **No requests to reschedule will be granted with less than 14 days of advanced notice prior to the originally scheduled rental date(s).**

You may submit a request to reschedule your session by emailing Cynthia Starich, booking manager, at [photos@northernlightsphotostudio.com](mailto:photos@northernlightsphotostudio.com). Please include the original rental date session, time & day along with the new booking date & time you would like to reschedule your session to. (Check studio availability on our website under the "Calendar" tab at [www.northernlightsphotostudio.com](http://www.northernlightsphotostudio.com))

#### **Cancellation Policy:**

NOTE: Cancellation fees increase significantly as booking date approaches:

- Cancellations made by Renter with at least two weeks (14 days) in advance of the originally scheduled booking date(s) will only be charged a 5% processing fee of the rental cost.
- Cancellations made by Renter with at least one week (7 days) in advance of the originally scheduled booking date(s) will grant Renter a 50% refund of rental cost minus a 5% processing fee.
- Cancellations made by Renter with at least three days in advance of the originally scheduled booking date(s) will grant renter a 25% refund of rental cost minus a 5% processing fee.

**There will be no refunds for cancellations made with less than 72 hours notice.**

All cancellation requests must be emailed to Cynthia Starich, booking manager at: [photos@northernlightsphotostudio.com](mailto:photos@northernlightsphotostudio.com)

## II. BOOKING THE STUDIO

**ALL PRIOR SETUP AND CLEAN UP MUST BE FACTORED INTO RENTAL TIME. Clients will not have access to the space prior to their scheduled studio session start time.**

Northern Lights Photo Studio booking transactions are facilitated through our website at: [www.northernlightsphotostudio.com](http://www.northernlightsphotostudio.com). **Payment is due in full upon booking.**

**The studio may be used for legal business activities only. There is absolutely no smoking inside of the studio. Smoking is permitted outside of the building at least 20 ft away from any of the main entrances of the Point On The River building to comply with Wisconsin state law 7597. (a) You must be at least 21 years old to book the studio.**

## III. ARRIVE AND LEAVE ON TIME

- The lease shall start and end as set forth in this Agreement; set-up and clean-up time must take place during the hours set forth in this Agreement.
- **Clients exceeding their scheduled time will be charged the full 1 hour overage fee of \$50 that extends beyond rental terms, as set forth in this Agreement.**
- Retrieve and return studio keys to the front desk staff to avoid overage charges.

## IV. BE RESPECTFUL OF OUR NEIGHBORS

- **Absolutely no smoking or vaping in the studio is permitted**
- Be present at all times during the rental
- Keep the event or session contained within the studio
- Maintain adult supervision of minors at all times
- Comply with the Point On the River residence quiet hours after 9:00PM
- Clean up ALL trash & debris prior to leaving the studio. This includes dirty dishes left in the sink. A dishwasher is available for your convenience. All dishware must be cleaned and put away after use.
- Cleaning/smoking fees may be assessed automatically charged to Renter's card on file. (\$50 minimum)

## V. STUDIO & EQUIPMENT SUPPLIED

Northern Lights Photo Studio agrees to provide the studio in good working order but makes no special guarantees as to said studio's functionality or suitability to Renter's purposes. The Renter is entitled to use the entire studio and additional rooms, lights, equipment, props, and furniture within the Northern Lights Studio suite space. Northern Lights Photo Studio is not liable for acts out of its control that affect the shoot such as weather conditions, power outages, emergencies or Acts of God. Renter agrees to return all studio equipment, studio, and furniture in the condition it was provided and to immediately notify Northern Lights Photo Studio of any damages, equipment failures, or change in equipment provided. All studio furniture and equipment must stay inside the studio at all times.

## REMINDERS:

**Please do not drag furniture out into the studio area, as it will leave drag marks. Ensure all wheels of round bed are UNLOCKED before wheeling it into the shooting area.**

**The curved cyclorama wall is hollow. Do not stand or apply pressure to the base or curved part of the wall.**

## VI. SECURITY DEPOSIT & DAMAGE TO EQUIPMENT, FURNITURE, OR STUDIO

Renter agrees to list a credit card on file with Northern Lights Photo Studio which may be charged the full or partial security deposit fee of up to \$200 if any damages to studio, equipment, or property by renter or any of the renter's guests occurs during the renter's booked studio session. If damages exceed \$200, the full security deposit will be automatically charged to the client's card and the renter will be invoiced for the remaining balance to pay for damaged equipment. Renter agrees to leave the studio in the condition it was found, or a \$100 cleaning fee will be applied and invoiced to renter.

There is no warranty that rented items are free of defects.

The Renter agrees that Northern Lights Photo Studio holds no liability for any damage or injury caused by the use of rental items to renter or any third party. The renter assumes all risk of personal injury or personal property damage. If any accident involving Northern Lights Photo Studio or any of the studio's property occurs while it is in the renter's possession, Renter shall make the studio aware by written statement of details of occurrence of event including police report and names and addresses of witnesses, if applicable.

## VII. LIABILITY

Renter agrees to obtain a signed Liability Release from all persons that will be on the premises prior to use of Northern Lights Photo Studio. Northern Lights Photo Studio will not be held liable for any injuries or accidents to the Renter, Renter's employees, Renter's contractors, Renter's clients, or any and all Renter's visitors that occur within or outside the studio premises.

Use of the studio requires the following in advance:

- Full payment of rental
- Photocopy or legible photo of Renter's driver's license or valid photo identification
- Credit card information on file for studio security deposit, which may be charged up to \$200 if damage to the studio or any equipment occurs while renter is in possession of the studio.

The premises are to be used for the purpose of photography, videography studio, including such activities as are necessary and usually incidental to such use. Northern Lights Photo Studio will have the right to inspect the equipment, studio, and furniture at any time during the rental term. Renter shall make any and all arrangements necessary to permit a representative of Northern Lights Photo Studio access to the equipment and studio.

