

**A CREATIVE SPACE
FOR CREATIVE PEOPLE
TO CREATE.**



HIDDEN HEIGHTS STUDIO



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GENERAL

Hidden Heights Creative Studio is available for rentals 7 days a week. Monday - 10-6pm Quiet studio day, Ideal for audio recording and filming. Tuesday and Wednesday are our late night days available 10am-10pm. Thursday & Friday 10am-6pm, Saturday 9am-5pm & Sunday rentals are special full day (8 hours) bookings only at a slightly hire rate of £150.

There may also be other creatives such as hairstylists and make-up artists working on the premises in another part of the studio at the same time as your rental.

If required there may be in-house photographers, hairstylist's and make-up artist's available at Hidden Heights Creative Studio on the day of your rental, please request these in advance. Alternatively, hair and make up sections/facilities may be available for use during your rental..

The Client renting the studio, will be held responsible for handling any of Hidden Heights Creative Studio's equipment, materials and the premises in general. In the event of loss or damage to any equipment, materials on the premises, the Client will be charged for a full repair of the damage or replacement of items.

DEFINITIONS

"the Client" means any person or organisation dealing with the Studio or any agent, representative, servant, employee or subcontractor of such person or organisation. "the Equipment" means all fixtures and fittings and all equipment existing in or provided by the Studio including but not exclusive to lighting, radio triggers, stands, reflectors and coloramas. "the Studio" means Hidden Heights Creative Studio, Arch 4, Hymers Court, Brandlings street. "us/we/our" means the Studio.

RENTAL FEES

Studio Rental

£15 Per Hour (2 Hours Minimum Booking)

If the client runs over the rental time they will be charged accordingly.



BOOKING

BOOKING POLICY

The easiest way to make a booking is online via our website booking page where payment can be taken upfront. Bookings and payments can also be made via email or by phone. Colour hair bookings can only be made after consultation and allergy tests. For studio rental bookings we require the full payment upfront to secure and hold the booking, we also require different deposit amounts for hair appointments this amount depends on the service being booked. These are non-refundable payments and is only transferable within 7 days of the original booking. Bookings are not secure until the payment is made, this must be at the time of booking or at least 2 weeks before the appointment.

RESCHEDULE

RESCHEDULE POLICY

If the customer needs to reschedule their booking, they will receive a 7 day period to reschedule. If the client cannot reschedule within the 7 day period they will lose their booking fee/deposit and a new booking can be made.

CANCELLATION

CANCELLATION POLICY

If the customer must cancel their booking, the payment is non-refundable but is transferable within 7 days of the original booking. We require at least 48 hours notice for cancellations, the full payment may be taken if less than 48 hours. If the studio must cancel due to unforeseen circumstances where the rental or appointment cannot be re-booked, the client will receive a full refund. The studio reserves the right to refuse bookings at its sole discretion.

PAYMENT

Payments can be taken online upon booking, via phone or bank transfer.



EQUIPMENT

Hidden Heights Creative Studio agrees to provide equipment in good working order, but makes no guarantees on equipment's functionality or suitability to the Client's purposes. Any Equipment lost, damaged or stolen will be charged to the Client at its full replacement cost. The Client may not remove any Equipment from the Studio premises and all Equipment must be returned promptly at the end of the hire period and in good condition. The Client is solely responsible for any breakages or damage to supplied equipment.

STUDIO PREMESIS

The Client shall be responsible for all or any costs or expenses incurred by us as a result of any damage by the Client to the fabric or contents (including furniture) of the Studio premises. No alterations decorations or additions to the Studio are permitted without our prior consent. At the end of the hire period, the Studio must be in the same condition that it was in, at the start of the hire period.

LENGTH OF USE

Studio clean up must be completed by the end of the rental period. If the studio is not returned to the state it was prior to the rental period, the Client will be charged a clean-up fee of one hours full rate (£15). Please do not arrive late, the Client's rental time will begin promptly at the designated start time and will end promptly at the designated end time. There will be NO exceptions to this. If requested the client will be instructed 15mins prior to the end of the allocated time, if the Client wishes to take extra time after the Clients allocated time, this must be agreed between the Client and The Studio at this time and any further payment will be taken



TERMS OF USE

Use of the Studio and equipment is at the CLIENT'S OWN RISK. The Client hereby waives rights to seek legal compensation for mishaps, accidents, and/or loss while on the premises. The Client agrees to leave Hidden Heights Creative Studio in the same condition as they arrived. The Client is solely responsible for any legal infractions they or members of their party make during the conduct of the hire. The Client agrees to be solely responsible for the conduct and welfare of all persons accompanying the Client whilst on our premises. The Client is solely responsible for the safety and well-being of any models they engage. The Client understands that if the Studio observes that dangerous or negligent practices or activities are being engaged in the Studio reserves the right to stop the shoot and require the Client and the Client's party to leave immediately. However, the Studio assumes NO RESPONSIBILITY to act in such cases. The Client agrees to hold Hidden Heights Creative Studio, its agents, representatives, and anyone acting on behalf of the Studio completely harmless from any action, legal or otherwise, that results from the Client's conduct. Save in respect of anything which cannot be excluded by Statute, neither the Manager nor the Studio takes responsibility for any loss or damages suffered by the Client, caused by, or arising from its use of the Studio or any Equipment. All equipment and valuables brought on to the Studio premises by the Client shall be at the Client's own risk. It is in the Client's best interests to make sure that they have sufficient insurance to cover themselves and their equipment. The Client agrees to hold harmless the Studio, its owner, agents, representatives, and contractors acting on its behalf for any loss, accident, or injury to The Client's self or anyone who accompanies The Client whilst on our premises.

The Client must produce on demand relevant proof of age and proof of identity of all models and other persons on the Studio's premises at any time, to include any assistants, make-up artists, hair stylists, stylist or any other person involved in the Clients shoot at any time. No exceptions will be made and the Studio reserves the right to stop any shoot and ask the Client and any of their parties to leave the Studio premises at any time. These terms and conditions shall be read and construed in accordance with English Law.



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EQUIPMENT LIST

EQUIPMENT INCLUDED IN STUDIO RENTAL

X2 BOWENS XMS 750
X2 BOWENS GM 750 PRO
X2 BOWENS GEMINI GM 500R
X1 BOWENS TX/RXTRIGGER
x2 GODOX CONTINUOS
x3 NEWER 480 LED PANELS
X6 BOWENSLIGHT STANDS
X1 BOWENS OCTOBOX
X3 BOWENS 60X80 CM SOFTBOX
X3 BOWENS UMBRELLA
X1 BEAUTY DISH WITH GRID & DIFFUSER
X1 GEL DISH
X5 REFLECTOR DISH
X1 BARN DOORS
X1 SNOOT
X2 BLACK / WHITE POLY BOARDS
X1 CALUMET TRIPOD
X1 VANGUARD TRIPOD WITH PISTOL GRIP HEAD
X1 PORTABLE BACKGROUND STAND SET

COLOURAMAS / BACKDROPS

INFINITY CORNER WALL
GREEN SCREEN
OFF WHITE (CREAM)
BABY PINK
BABY BLUE
CRIMSON RED
ROYAL BLUE
COBALT BLUE
TURQUOISE
BURNT ORANGE
BUTTERCUP YELLOW
MUTED YELLOW
EMERALD GREEN
APPLE GREEN
OFF WHITE GREY
SEAL GREY
CHARCOAL GREY
BABY PINK
HOT PINK
BLACK
WHITE
BEIGE



VENUE RENTAL

VENUE RENTAL FOR EVENTS

BY DAY EVENTS

(Pops Ups, Workshops, Exhibitions, Social Events)

NON-EXCLUSIVE USE (BACK OF STUDIO ONLY) £20 PER HOUR

EXCLUSIVE USE (FULL STUDIO) £40 PER HOUR (LIMITED DAYS)

BY NIGHT EVENTS

VENUE ONLY, NO BAR OPTION

Venue Rental - A £50 per hour rate applies

VENUE & BAR OPTION

A £400 minimum bar spend by event attendees is required, If not met by attendees on the night, the host is expected to make the difference/cover the cost.

VENUE PREPARATION & CLEANING FEE: £200 (If necessary)

The venue requires this fee to cover the time, effort and cleaning costs of turning the venue into an event space and then back the following day. It also covers the venue being booked out for 24 hours to manage this.

LICENSING & WASTE £40 (If necessary)

This is the licensing and waste disposal fee we require to host nightlife events, this will cover the cost of 1 event only.

EVENT TICKETING

Event ticket sales are welcome, we do not required a percentage of the sales but can be used as part the venue commission instead of rental rates.

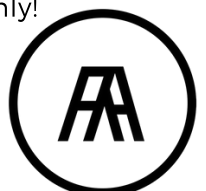
SECURITY DEPOSIT £200

This security deposit is required in the case of any damage on the night, this is fully refundable after the venue is checked thoroughly. A further payment maybe require if depending on the cost of damage.If no damage to the venue is found this will be refunded. This payment can also be redeemed if the minimum bar spend is not met.

PLEASE KEEP IT CLEAN

- We have a strict policy on alcohol and the use of illegal drugs in the premises. This will be monitored closely on the night.
- Please do not take drinks outside onto the streets and please use the bins inside the venue for any empty bottles, cans or cups. There is also a bin provided for cigarette ends.
- We warmly welcome you and your attendees to share our space, please be respectful of the venue, be kind to our team and to each other, we are here to have good times only!

CAPACITY: 60



TV & FILMING RATES

VENUE RENTAL FOR TV FILMING & ADVERTISING

EXCLUSIVE USE OF THE FULL BUILDING (LIMITED TIMES/DAYS)

£50 PER HOUR | £150 HALF DAY | £300 FULL DAY

MAKING A PAYMENT

We accept card payments via telephone, bank transfer or cash in advance. You can also book appointment and pay for an appointment via our online booking system here:

<https://hiddenheightsstudio.setmore.com>

***Please take the time to read our policy on page 2.**



TRANSPARENCY FORM

Truth is, if you really want the colours of Instagram it's going to be a lot of work. At Hidden Heights Creative Studio, we are dedicated to being transparent, so you can make the right decision for your hair.

CONSULTATION

It is important we know ALL about your hair so we can offer the best advice and recommendation on colours/styles/products and to keep you safe in the seat.

BLEACH

Bleach is a corrosive product. We dance on a fine line between condition and lift. This may mean that your stylist will constantly be checking on the condition of your hair to ensure we don't push it too far.

FADE WITH PERMANENT AND SEMI PERMANENT COLOURS/TONERS

As many of our colours are not permanent, it is difficult for us to predict how long they will last. We recommend to take home professional hair care products recommended by your stylist to get the most longevity from my colour.

I understand and agree to high maintenance colour.

My stylist advises.....

STAINING

Direct colours leave a light residue on pretty much everything - watch out for your bath robes, pillows, towels and other household objects. As much as we try to avoid it, hairline staining is very common.

My stylist advises.....

OTHER RECOMMENDATIONS

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TRANSPARENCY FORM

SHAMPOOING/CONDITIONING

Your hair will only be protected against ongoing deterioration and excessive colour fade by using premium aftercare products.

My stylist recommends.....

STRUCTURAL INTEGRITY

We recommend that you use a bond building treatment (such as olaplex) with every colour service to repair and maintain the structural integrity of the hair, as well as taking home step 3 olaplex to use inbetween appointments.

MAINTENANCE APPOINTMENTS

Permanent/Semi-Permanent(roots/toner):

Scalp Bleach (roots):

Balayage/Highlights:

5 - 6 weeks 6 - 8 weeks 8 - 12 weeks

Name: **Actions agreed:** **Date:** / /

Signed: **1.**

Stylist Name: **2.**

Stylist Signed: **3.**

I have read the Hidden Heights Creative Studio transparency form

Name: **Actions agreed:** **Date:** / /

Signed: **1.**

Stylist Name: **2.**

Stylist Signed: **3.**



ALLERGY TESTING

Allergy testing, what's changed?

For insurance purposes with our colour house, we now require an allergy test at least 48 hours before every colour service. We offer in-house allergy testing free of charge. If you can't make it to Hidden Heights for your test at least 48 hours before your colour appointment, you can purchase a patch test kit from our online store (please allow time for processing and delivery) for a small fee of £5 (free delivery).

ALLERGY TESTING OPTIONS

FREE IN-HOUSE ALLERGY TEST OPTION

Pop in to store at least 48 hours prior to a colour service.

PATCH TEST KIT OPTION

Can't get in to store for an in-house allergy test at least 48 hours before your colour service? You can purchase a patch test kit from the studio in person anytime or from our [online store](#) for £5 (please allow time for processing & delivery) The kit includes; a sample of your colour and instructions on how to apply. **£5**

REGULAR CUSTOMER TREATMENT OPTION

With every conditioning treatment purchased in-store, we will offer a complimentary patch test kit to take away for your next visit.





**THANK YOU FOR
TAKING THE TIME TO
READ OUR POLICIES
RATES AND VENUE
INFORMATION, WE
HOPE YOU ENJOY
USING OUR CREATIVE
SPACE.**