

Recording Studio Pre Paid Packages

Velvet Basement Recording Studio is a professional audio recording facility. Customer Service and satisfaction are our top priority. Please read these Terms and Conditions carefully, to insure that all sessions are conducted in the most professional manner.

1 TERMS AND CONDITIONS

Purchase & Booking: Following a telephone or email inquiry we will make a provisional booking for you for up to 24 hours. Within those 24 hours you must send a 50% deposit to secure your booking. Deposits are non-refundable. The remaining balance for all packages must be paid upon commencement of the first session.

Informing us of Changes: Please give us at least two weeks notice if you need to reschedule your session.

Packages Conditions: Our packages are available for use Monday through Wednesday ONLY.
From 10:00am to 2:00am.

▪**4 Hour Package:** The studio hours in this package must be all be used in one day.

▪**8 Hour Package:** The studio hours in this package may be divided into two days and must occur within 30 days from the first session.

▪**12 Hour Package:** The studio hours in this package may be divided into two days and must occur within 30 days from the first session.

Studio Tours: It is recommended that new clients tour the studio prior to their first session. During this time we can discuss the parameters of your session and make a plan to ensure everything runs smoothly.

Session Times: The session clock begins at the scheduled time that both parties agree upon. If you arrive early and the studio can accommodate an early start, then the session clock will begin at that time. If you are late for any reason, you will be charged from the scheduled session start time, with no exceptions.

Payment: You are responsible for all monies due to the studio and shall make payment to the studio with cash, credit card, PayPal, Cash App or Venmo. Please be advised, we will not release any audio recordings or master copies to you until the final balance has been received.

Studio Damage: In the event a piece of studio gear owned by Velvet Basement Recording Studio or any part of its facility becomes damaged by you, or any affiliates in your party, due to negligence, accident, or willful act, you agree to provide monetary compensation in the amount of full replacement value of the damaged item(s).

Studio Rules

- Smoking, food and drinks are only permitted in the lounge and outdoors.
- Please place your unwanted trash in receptacles provided.
- No firearms allowed on or around the premises.
- It is recommended that only individuals essential to the recording be present during the booked time.

Responsibility: The person responsible for payment for studio time must sign an agreement and will be held responsible for the actions of all artists and guests he or she brings to any session. These rules apply to all persons. There are absolutely no exceptions whatsoever. This ensures a healthy business relationship for you and the studio.