

## Terms & Conditions

STMO is a trading name of Still Moving Media LLP, which is the legal entity entering into this agreement.

All references to STMO within these terms and conditions refer to Still Moving Media LLP. Please read these terms before booking. If you have any questions, our team is happy to help.

### 1. Booking & Payment

A 50% deposit is required to confirm your booking and is non-refundable. Full payment is due 24 hours before the hire period unless otherwise agreed.

All pricing is exclusive of VAT, which will be added at 20% to the final quote. Overdue payments will incur 15% interest per week. Prices may change without notice.

### 2. Cancellations & No-Shows

If you need to cancel your booking, the following charges apply: 48 hours prior – 100% of the total invoice (or 50% remaining) or 72 hours prior – 70% of the total invoice (or 30% remaining). If you arrive late to the start of your hire period, we will not be able to extend your time. If you are over an hour late with no communication, this will be considered a no-show, and the booking will be terminated with no refund or reschedule.

### 3. Studio Use & Responsibilities

The Hirer is responsible for any loss or damage to the studio, equipment, or property during the hire period. The studio must be returned in the same condition as at the start of hire. Any set materials and rubbish must be removed by the Hirer, or STMO will charge for disposal. No alterations, decorations, or modifications to the studio are permitted without prior written consent. The studio must be kept clean – any painting, repairs, or maintenance required due to misuse will be chargeable. Set-up, take-down, and clean-up must be included within your booked hours to avoid overtime charges. Noise levels must be kept to a reasonable level unless agreed otherwise. The Hirer should be considerate of other occupants and neighbouring residents. No smoking is allowed inside the studio or throughout the building. No animals (except guide dogs) are permitted unless agreed in advance. No illegal activities are permitted. Any violations may result in immediate termination of the hire, and law enforcement may be contacted. Minors under 16 must be accompanied by a responsible adult. Any minor being filmed or photographed must have parental consent.

### 4. Equipment Hire & Liability

All equipment is supplied in good working order. The Hirer must notify STMO immediately if there are any issues upon supply. Equipment must not be removed from the premises, tampered with, or used by unauthorised personnel. The Hirer is responsible for returning equipment on time in good condition. Any damage, loss, or late returns will be charged at full replacement value plus a 25% admin/restock fee. STMO is not liable for any loss, damage, or consequential costs arising from the use or failure of equipment. Equipment hire cannot be extended without prior agreement. Complimentary drinks are subject to availability and are not unlimited. Tea, coffee, and drinking water is provided for all bookings.

### 5. Health & Safety

The Hirer is responsible for the health and safety of all persons on-site. The studio has CCTV monitoring for security and may store footage in case of damages or security incidents.

### 6. Insurance & Liability

The Hirer must have their own Public Liability Insurance to cover all persons on-site. The Hirer is responsible for loss or damage to the equipment or studio and will be charged for repairs or replacement. If damage occurs, STMO will provide an invoice detailing repair or replacement costs, which the Hirer may submit to their insurance provider for a claim. STMO is not responsible for handling insurance claims on behalf of the Hirer but can provide necessary documentation to assist with the process. A damages security deposit may be required on the day of hire. Once the studio and equipment are inspected post-hire, the deposit will be returned. The deposit is typically 50% of the invoice total. STMO is not liable for any consequential loss, profit loss, or disruption caused by equipment failure, misuse, or inability to use hired items.

### 7. Payment & Security Deposits

Unless otherwise agreed in writing, all transactions will be settled according to STMO payment terms before the hire period. Clients who do not pay in full before the hire must settle their accounts within 24 hours of the booking. STMO retains a general lien on any property left in the studio until any outstanding payments are settled.

Continued on overleaf.

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### 8. Termination of Hire

STMO may terminate a hire contract immediately if: The Hirer fails to make payment or provides dishonoured funds. The Hirer violates any terms of the agreement. The Hirer enters liquidation, bankruptcy, or administration.

### 9. Studio Opening Hours & Hire Periods

Full-Day Dry Hire: 10 hours from 08:00 to 18:00

Half-Day Dry Hire: 5 hours between 08:00 and 18:00

### 10. Overtime Charges

Overtime charges apply outside standard hire hours:

04:00 – 06:00 // £200 per hour

06:00 – 08:00 // £175 per hour

18:00 – 19:00 // £150 per hour

19:00 – 21:00 // £175 per hour

21:00 – Midnight // £200 per hour

### 11. Weekend Hire Surcharge

Weekend hires are subject to a 20% surcharge on standard hire rates and overtime charges. Overtime charges during weekends will be increased by 20%.

### 12. Additional Fees & Extensions

Any additional equipment, services, or modifications to a booking will be billed separately. Any hire period extensions require STMO approval in advance. If the studio or equipment is returned in poor condition, STMO reserves the right to charge additional rental fees.

### 13. Content Usage & Final Work

The Hirer allows STMO to use final content produced in the studio for promotional use across social media platforms (Instagram, YouTube, Facebook, LinkedIn), unless agreed otherwise in advance.

### 14. Governing Law

These terms and conditions are governed by the laws of England, Scotland, Wales, and Northern Ireland.

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### 1. Booking & Payment

A 50% deposit is required to confirm your booking and is non-refundable. Full payment is due 24 hours before the hire period unless otherwise agreed. The remaining 50% invoice is issued after the return of equipment, with 30-day payment terms. First-time hires require full upfront payment before the hire can proceed.

All pricing is exclusive of VAT, which will be added at 20% to the final quote. Overdue payments will incur 15% interest per week. Prices may change without notice. STMO offers delivery and collection services within a 40-mile radius of Bishops Cleeve. Delivery costs are calculated based on the distance from our studios and will be included in the quotation. A minimum charge of £50 per journey applies.

### 2. Hire Period

The hire period starts when the hirer takes possession of the equipment and ends when the equipment is returned to STMO at Unit 6, Furlong Park, Bishops Cleeve, GL52 8TW, in accordance with the pre-agreed dates and times. Late returns will be charged at the daily hire rate for each additional day beyond the agreed return date. Equipment must be collected from our studios in Bishops Cleeve between 15:00 and 17:00 on the day before the hire start date. Equipment must be returned before 11:00 on the agreed hire end date. Any changes to collection or return times must be approved in writing by STMO.

### 3. Equipment Use & Responsibility

The hirer is responsible for checking the condition and functionality of all equipment upon collection. All equipment remains the property of STMO at all times. Equipment cannot be transferred, sublet, or modified without prior written consent from STMO. If equipment is to be used outside England, Scotland, or Wales or for hazardous assignments, the hirer must obtain consent from STMO, which may result in modified hire terms.

### 4. Damage, Loss & Insurance

The hirer is fully responsible for the safe keeping of the equipment during the hire period.

Proof of hire insurance must be provided to STMO prior to collection. If insurance is not in place, STMO can arrange coverage for an additional fee, depending on the equipment being hired. Any loss or damage must be reported to STMO immediately. The hirer will be liable for the costs of repair or replacement. An invoice will be issued detailing the costs, which the hirer may submit to their insurer for a claim. The hirer may not attempt to repair equipment without STMO's written approval. If equipment is lost or damaged beyond repair, the hirer must cover the full replacement cost based on a new or nearest equivalent specification. The hire period extends until full reimbursement is received, even if this extends beyond the original hire period.

### 5. Liability

STMO is not liable for any losses incurred due to faulty or non-functioning equipment. However, we will attempt to replace faulty equipment as soon as possible. If you experience any technical difficulties with the equipment during your hire, contact STMO on +44 1242 569 109 during standard hours (08:00–18:00). For out-of-hours technical support (18:00–08:00), please call +44 7885 434 649. The hirer fully indemnifies STMO against any liabilities, claims, or damages arising from equipment use. STMO is not responsible for any loss, damage, or imperfection of content created using our equipment.

### 6. Hire Fees & Cancellation Policy

The hirer agrees to pay the hire fee as specified in the Hire Agreement. Cancellations within 24 hours of the hire period start will incur a full hire charge. STMO reserves the right to terminate the hire agreement and recover equipment in cases of bankruptcy, insolvency, or liquidation of the hirer. If the hirer is a corporate body, STMO may require a surety to the agreement who will be responsible for any outstanding payments.

### 7. Security Deposit & Final Payment

A damages security deposit may be required on the hire start date. The deposit amount is typically 50% of the invoice total and is refunded after equipment inspection upon return. The hirer must settle outstanding fees within 30 days of the final invoice. STMO retains a general lien on any property left in the studio until all payments are cleared.

### 8. Governing Law

These terms and conditions are governed by the laws of England, Scotland, Wales, and Northern Ireland.