

# ShootSpace

Unit 4A, Thane Works, Thane Villas, London, N7 7NU  
Bookings: Tel: 0845 838 1388 Fax: 0845 838 1366  
e-mail: studio@shootservices.com  
www.shootservices.com

## BOOKING FORM

*Please fax this form back to 0845 838 1366*

Customer Name:	Contact Name:
Date/s of Booking:	Studio/s Required: (please tick) (pictures available @ <a href="http://www.shootservices.com">www.shootservices.com</a> )  Shoot Space 1:                      Shoot Space 2: (1100 sq feet)                      (935 sq feet)  Agreed Rate:                      Agreed Rate:
Invoice Address:	Contact Telephone Number:  Fax Number  e-mail:

- **Studio hours** – any 9 hour period between the hours of 8.00 a.m – 7.00 p.m Mon – Fri
- **Out of hours** - charged per hour at 15% of daily rate
- **Cancellation fees** – 50% of basic day rate if less than 48 hours notice given

### Price of studio hire includes:

- Basic scenery flats (condition not guaranteed)
- Polyboards, stands, trestles, autopoies etc
- Refreshments (tea, coffee, limited quantity soft drinks, chilled water, biscuits)
- Blackout blinds
- General rubbish disposal (bulky packaging materials will incur an additional charge)
- Limited parking available

Overnight storage for props left following a shoot is available only by prior arrangement (details and costs on request)

### Insurance:

For studio hire in excess of one day, we will provide within our rates insurance cover up to a maximum amount payable of £15,000 (fifteen thousand pounds) for unattended equipment and props left overnight during the shoot.

Cover in excess of this amount is available – details and costs on request (minimum of 3 working days notice required)

***ShootSpace is a division of Shoot Services Limited***