



CENICO MUSIC, LLC

STUDIO POLICIES, TERMS & CONDITIONS

Services/Rates/Payment

Payment of a 50% deposit of estimated studio time is required in advance of project commencement. This can be done with cash, credit card, money order or certified bank check (no personal checks will be accepted). Balance due at project completion. No recorded media from a session will be turned over to the client until outstanding charges for all completed studio work have been paid in full.

Studio A time includes: Set up / Recording / Overdub Session / Mixing / Editing / Mastering Session: Rates are project dependent. Call for rates & availability.

Your payment covers one (1) CD-R copy of your finished project mix(es); additional CD-R copies can be purchased for \$5.00 each. A DVD-R copy of the multi-track data will be kept on file at the studio for one year from date of completion. You may also purchase a backup copy on DVD-R media for your own archiving beyond the one-year studio archival policy upon completion of the project.

Deposit / Cancellation

To reserve a time slot, you must put down a 50% deposit at least one (1) week in advance of the session start date. The entire amount will be applied toward your session cost. Cancellation of a session needs to be officially done no later than 48 hours before scheduled start time of the session. Doing so any closer to the session time will result in forfeiture of your deposit fee, and a doubling of the down payment upon rescheduling. This is to insure that the studio can stay fully booked every day. Please only book when you are certain you can use/ fill the allotted time, to avoid paying cancellation fees.

Call Back Session

An end of project audition will be arranged for you to listen to and approve final mix & mastered session files. Any minor changes requested can be done while you wait. Your acceptance of project files/final recordings on disc means you approve of the final master recordings and do not require additional sessions for this project.

Studio Time

Studio sessions are by appointment only. Cenico Music reserves the right to alter such session schedules due to unavoidable circumstances. Studio billable time begins at the agreed upon starting time each day. If you're late, you have wasted your own time and money. Producer/Engineer will usually take a 10 minute break every two hours to alleviate ear/hearing fatigue and a short meal break every five hours. All this time is billable.

Facility

All bands/artists using the recording spaces should respect the integrity of the building and other users of the studio complex. Any damage caused you or your band personnel, entourage, significant other, etc. You agree to pay for actual damages or even have your recording session terminated and be asked to leave the facility without a refund. Rudeness, bad attitude or anticipated violence to staff will not be tolerated.

Your Equipment

We reserve the right to refuse the use of gear we believe to be in a dangerous condition. The security of artists own equipment shall be their own responsibility while in the building or on the grounds. We do utilize a monitored security system and CCTV cameras and you are welcome to leave gear at the studio, if recording for successive days, however, we cannot be held responsible for any loss or damage to artists gear.

Our Equipment

Do not touch studio recording gear. In house guitars may be used for your recording, however please check with the Producer conducting your session before using it. An additional fee may be applied for equipment use.

Producer/Engineer

It is important to understand that the rate quoted for the use of the studio includes the use of one of our designated engineers. One of our engineers must be present during the recording, mixing and mastering sessions. Studio A will only be operated by Chief Engineer/Producer Mark Black. Studio B: You are welcome to bring an engineer/producer of your own choosing, but we reserve the right to refuse them access to our equipment if we believe them to not be technically proficient.

Emergency Policy

All persons entering the recording facility are to respond to the direction of staff during an emergency.

Productivity

Producer/Engineer may ask observers to leave the facility if he feels artist is becoming distracted from recording task and reducing productivity.

Studio Rules

*No smoking on studio premises. A smoking area may be provided outside the building, but we recommend a no-smoking approach to your session so as to a) waste as little studio time as possible, and b) keep your vocal chords healthy if you're doing vocal tracks. Please deposit trash/cigarette butts in the proper container.

*No food will be allowed in the control room near any equipment whatsoever. Dining on site during extended recording sessions should take place in the dining/lounge area only. All beverages to be consumed in the control/recording areas must be approved by studio management and shall be in approved containers with lids. No exceptions!

*Drugs, alcohol, and lewd or lascivious behavior will not be tolerated in the studio or anywhere on the grounds.

For the best possible recording, we recommend:

Arrive on time, ready to work.

Guitars should have quality, new strings installed and be properly setup by a qualified guitar/bass technician.

Drums sets should have new heads installed and be properly tuned. New drum sticks should be used and cymbals should be in near new or clean condition. Please don't bring cracked cymbals to record with and expect them to sound great recorded.

Vocalist should be well rested, healthy and use a proper vocal warm up technique.

Bands should be well rehearsed prior to entering a recording studio. Know the material.

A positive attitude and a creative mood and environment helps the recording process.

Practice, practice, practice...then practice some more.

Client Responsibility

The duly-appointed party responsible for session payment will sign the contract consisting of the above policy items, and will be held responsible for the actions of all artists and guests he or she brings to any session at Cenico Music.

Any client under 18 years of age must have a parent or legal guardian read and sign this agreement. Minors under the age of sixteen must have a legal guardian present at all times while on recording facility grounds.

Studio Disclaimer

Cenico Music, LLC provides no warranties, either express or implied, other than those contained herein. Rates, policies, and equipment used may be subject to change without prior written or verbal notice. The staff at Cenico Music, LLC reserves the right to refuse to work with anyone for any reason. Prior to any session work beginning, the client agrees to furnish a written signed copy of the above Studio Policies as a formal agreement and obligation to make payments and adhere to all other policy requirements as stated herein.

I have fully read and agree to all of the above terms.

Signature

Print Name

Band Name or Performance (Stage) Name

Address

Phone Number