



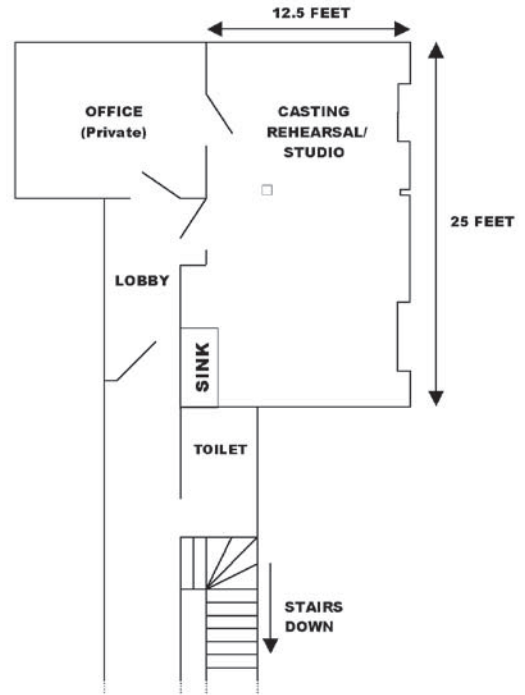
## Photography & Film Studio Hire

### FACILITIES:

- Working area: 12.5ft x 25ft (3.70m x 7.5m) height: 10ft (c.3m), Carpeted floor. Please note that there is one 4" x 6" pillar in the room
- Plenty of natural light, with blackout option
- Background Support System with Artic White Colorama
- 5ft x 7ft Chromakey Blue and Green Screen
- 3x ARRI (Redhead) studio lights
- Vinten Tripods
- Canon XL1 & JVC JYDV 501 Cameras (DV) DVD Recorder (with FireWire link), available on request
- 17" television & Nicam VCR
- Dell Pentium Dual Core, Wi-Fi Broadband Internet, Webcam
- FTP server upload facility for video files, available on request
- Professional casting director, camera operator, photographer, wardrobe stylist and make-up artist, available on request
- Steam iron, ironing board, mirror and clothes rack, available on request
- 15 soft chairs & 1 high-backed swivel armchair & 2 tables (3ft x 3ft & 3ft x 6ft)
- Tea/coffee making facilities, water and fridge

<b>STUDIO HIRE RATES:</b>	per hour	half day (4 hours)	full day (8 hours)
Basic Hire (room only, no camera)	£40	£75	£145
With Camera & Operator	£60	£140	£280
Camera only (no operator)	£45	£85	£160
Student Rates* (room only, no camera)	-	£45	£75

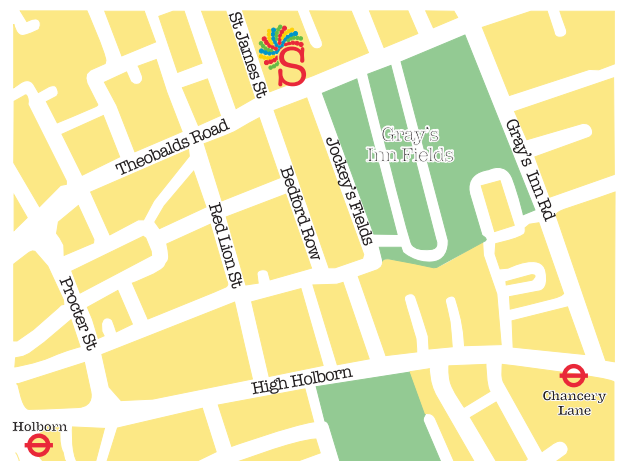
Please note: there is a £10 surcharge for weekend bookings.  
\*Max 3 days advance booking for student rates.



### OTHER ITEMS/SERVICES

- Casting director services (up to two characters) £200 plus £50 for each subsequent character
- White Colorama £5 per metre (if soiled)
- Web-casting & FTP File Uploads £50 per session
- DV Tapes (60 minutes) £10 each
- DVD-R Discs / VHS Tapes £5 each
- DVD / VHS Duplication £7 per copy
- Printing / Photo-copier 10p per sheet
- Coffee & Tea (free-flow) £5 per session

### HOW TO FIND US:



• Holborn or Chancery Lane

• 17, 19, 38, 45, 55, 91, 243

Car parking: Meters operate  
8:30am - 6:30pm Mon-Fri 8:30am - 1:30pm Sat  
Free parking available at all other times

Congestion Charge:  
7:00am - 6pm Monday-Friday

# Sweet Photography & Film Studio Hire Conditions and Application Procedure

Please read carefully and retain for your records

1. The space will be used exclusively for the reason stated above as agreed by Sweet Entertainments Ltd (SE Ltd).
2. £30 Deposit is payable on booking and is non refundable. Full payment of outstanding balance is payable on arrival.
3. Once hire period and fee has been agreed and the space reserved, no fee reduction or reimbursal can be made on account of the hirer's late arrival or early departure.
4. Payment for use of office equipment will be made at the end of the hire period.
5. No musical instruments and no amplified music over 2 watts may be used.
6. All new hirers MUST provide proof of identity and proof of address (such as a copy of their company letterhead, photocopy of the hirer's photo driving licence and copy of a recent utility bill).
7. SE Ltd accepts no responsibility for any loss or damage to property or injury to persons that may occur in the premises (both in hire space and common parts of the building) during the hire period.
8. The hirer accepts to reimburse SE Ltd for any loss or damage to SE Ltd's property due to the hirer's negligence, wilful or otherwise.
9. The hirer accepts to leave the premises clean and tidy at the end of the hire period. The hired space is subject to inspection by SE Ltd.
10. The hirer has 15 minutes to vacate the premises after the end of the hire period. Any additional time (without prior agreement) will be charged at £10 for every additional 15 minutes or units thereof (at the discretion of SE Ltd).

(Please tick the appropriate boxes):

I have read and understood the Conditions & Application Procedure:  Yes  No

I would like Sweet Entertainments to retain my details to send me information in the future. (Sweet Entertainments will not share your details with any 3rd party.)

Yes  No

Please send this completed form, together with the £30 deposit (make cheques payable to Sweet Entertainments Ltd), proof of identity and proof of address (as required) to:

**Sweet Entertainments, 42 Theobald's Road, London WC1X 8NW.**

**Signed:**.....

**Date:**.....

Checked by:	Operator:
Confirmed Dates:	Deposit received: Y / N Fees received: Y / N Amount:
Notes:	

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Name of Hirer:.....

Job/Title:.....

Name of Organisation:.....

Address:..... Postal Code:.....

Telephone: .....(Daytime) .....(Mobile)

Email:..... Website:.....

Where did you hear about us?.....

.....

### HIRE DETAILS

Production Title / Client (where applicable):.....

Date(s) of Hire:.....

Time of Hire: (From)..... (To).....

Total No. of Hours:..... Agreed Price: £.....

Which services do you require? (please tick)

Camera Operator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hair & Makeup Artist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Casting Director	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Photographer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Wardrobe Stylist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other (pls specify).....		

Which equipment do you require? (please tick)

TV Monitor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
VCR	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
JVC JYDV 501 (DV) DVD Recorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Canon XL1 DVD Recorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DVD Duplication	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Vinten Tripod	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5ft x 7ft Blue and Green Screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ARRI (Redhead) Studio Lights	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity:.....
Elinchrom Studio Lights	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity:.....
Soft Boxes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Quantity:.....
Colorama	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Colour(s):.....

Other(s) (pls specify).....

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Signed:.....

Date:.....