



The following sets out the terms and conditions for IMI ENTERTAINMENT Pty Ltd, studio and equipment hire. Once full payment is made, these terms and conditions form part of the contract between You (Hirer) and IMI ENTERTAINMENT.

### **MAKING A BOOKING**

Casual bookings must be made through the IMI ENTERTAINMENT website or through contacting an IMI staff member via phone or email. All bookings must be paid for in advance before the start of the hire period.

All nature of bookings will be considered as a studio hire. The Hirer must contact IMI ENTERTAINMENT for other types of hire.

### **BOOKING REQUIREMENTS**

For the use of our studio and equipment IMI ENTERTAINMENT hold the rights to be provided identification from the Hirer.

Casual Bookings: Copy of their photo ID

Continued Bookings: Copy of Hirer photo ID + copy of the front and back of Hirer's credit card

### **BOOKING CONFIRMATION**

Once your full payment has been received your booking will be secured. Your booking confirmation will be sent through SMS / social media message or through email.

### **AUTHORISED PERSON**

The Hirer will be considered the authorised person with all contacts and any payments / refunds to be made with the authorised person.

The authorised person will need to be over 18 years of age and be able to provide photo ID.

For continued bookings, the authorised person must also provide their credit card / bank card details to be held liable for any cleaning, damages, stolen or lost equipment.

### **PRICING**

Additional hours can be added to your booking but are subject to availability. The above casual booking amount will stand for any additional hours.

Any hires less than 60 minutes will still need to pay the minimum hour fee of the hired studio.

### **PAYMENT**

For casual hires payments must be made prior to the day of booking.

Payments can be made using the bank details provided to you on your invoice. A screenshot of the transaction will need to be sent through. Payments can also be made by cash to IMI front desk staff.

Your booking will not be secured until full payment has been received. If payment is not received within the day of booking this will result in an automatic cancellation of the studio hire.

### **CANCELLATION POLICY**

Cancellations made at least 48 hours in advance of the hire period can reschedule hire time or receive full refund. Cancellations made less than 48 hours in advance will not be refunded.

### **REFUND POLICY**

You will receive no refund if you fail to attend your hired session time or failure to notify us less than 48 hours of scheduled hire time.

Any means of contact must have been made with physical evidence to receive refunds.

Any approved refunds will be provided to the Hirer or the Authorised Person.

### **SAFETY**

Hirer agrees to be solely responsible for the conduct and welfare for all persons accompanying the hirer while on our premise. This includes any loss, injury, accidents, safety and well-being to the hirer and their party. The Hirer is responsible for ensuring that all personnel present during the hire period adhere to safety guidelines and protocols. IMI ENTERTAINMENT reserves the right to halt any activities that are deemed unsafe or pose a risk to individuals or property.

## **CLEANING, DAMAGED, STOLEN OR LOST EQUIPMENT**

The use of studios and equipment (including mirrors and speakers) are at the HIRER'S OWN RISK. The Hirer agrees to leave the studio and all equipment in the same condition as they were when the Hirer arrived. Failure to keep studio clean and tidy will incur in additional cleaning fees.

The Hirer is financially liable for any damages to IMI ENTERTAINMENT studios or property by any of the attendees during the hired time. Further charges will be quoted if studios are left in an unacceptable condition.

Any broken or damaged equipment must be reported immediately to IMI ENTERTAINMENT staff.

IMI ENTERTAINMENT holds no responsibility for any equipment brought in by the Hirer or any members of their party. The Hirer must have appropriate insurance coverage for any equipment or property brought onto the premise. IMI ENTERTAINMENT is not responsible for any loss or damage to personal property.

IMI ENTERTAINMENT reserves the right to refuse reservations to offenders who steal, damage, or lose equipment at its sole discretion.

The Hirer assumes all liability for any injury, damage or loss of property that occurs during the hire period.

## **PRIVACY**

All private information will be discarded by IMI ENTERTAINMENT after 30 days of the Hire.

For continued bookings, all private information will be discarded 30 days after their final Hire.

## **TERMINATION BY IMI ENTERTAINMENT**

If the Hirer or any personnel present during the hire period fail to comply with any of the terms and conditions of this policy.

In an emergency, IMI ENTERTAINMENT reserves the right to cancel or terminate hire period at any

time, in which a refund will be provided for unused hire.

## **GENERAL CONDITIONS**

Please be respectful of all IMI ENTERTAINMENT staff members and other hirers during your time at the studio as it is a shared space.

Please keep noise at a respectable level.

The studio must be vacated promptly at the end of the hire period. Please do not loiter around the premise.

No smoking is allowed in any of the rooms or any part of the studio premises.

The Hirer is also responsible for any legal infraction the Hirer or members of the Hirer's party make during the booked time. This includes any parking tickets and all other violations.

Minors (Under 18 years old) must always be supervised. No minors are to be left in a room without an adult who is 18 years of age or above.

The hirer and all personnel present during the hire period must adhere to IMI ENTERTAINMENT's code of conduct. Any violations may result in the termination of the hire period.