



## POLICIES

### Payment

A 50% deposit of the total amount due is required for all sessions and must be made within 48 hours of reserving studio time and services. Deposits and payments can be made by check payable to "Stone Recording Corp", cash by appointment only, PayPal to "[info@stonerecordingny.com](mailto:info@stonerecordingny.com)" or with any major credit card (Visa, Mastercard, American Express, Discover). For credit card transactions, applicable charges may apply. Client is responsible for all fees on returned checks. The balance must be paid in full at the end of each session. All sessions that run over scheduled time, including 10 hour lock-outs, will be billed in half-hour increments for any and all overages. All recorded media files shall remain property of Stone Recording and will not be released to the client until balance is paid in full. A 10% late payment fee will be charged to unpaid balances after 7 days. Deposits are nonrefundable, but sessions may be rescheduled with 10 days notice at no penalty. Sessions cancelled or rescheduled with less than 10 days notice may forfeit full or partial deposit.

### Additional Services and Fees

In addition to our standard recording and mixing services, here is a list of additional services and applicable fees that Stone Recording can provide at client's request.

-Should you require specific gear for your session beyond what is available in our collection, rentals can be arranged. Any additional rental gear secured by the studio at the client's request must be paid for in advance. A quote will be provided to the client for review before the rental is confirmed.

-Piano tunings are \$100 and are recommended for piano intensive sessions. If you would like to have piano tuned for your session, please advise at time of booking or minimum 7 days in advance.

-Physical Media Charges. Reference CDs and DVD data back ups are billed at \$5.00 per unit plus applicable studio time.

-Any accommodations, transportation or amenities secured by studio at client's request will be billed accordingly on a case-by-case basis.

### Data Storage & Limit of Data Liability/Media Waiver

Client is responsible for providing an external hard drive for data and media storage of all files that will leave studio with client at end of each session to ensure off-site back-up. A FireWire drive is recommended. Please note that file back-up time is part of your session time. Stone Recording is not responsible for educating or instructing client on care and storage of digital data and media, or any data, media or client files lost or corrupted while stored on studio hard drives. Please note, as well, that files will be stored for no more than 30 days following completion of the session.

### General Studio Liability

- i. Stone Recording shall endeavor to secure all recording media (all data, hard drives, master tapes, slaves, final mixes, DAI's, cassettes, and all other magnetic media storage devices) owned by client, and left or stored on premises, but Stone Recording shall not be responsible for loss or damage to any of the above.
- ii. In the event of damage to or loss of client's recording media due to willful negligence of Stone Recording, Stone Recording shall be responsible for replacement of no more than the value of the total replacement cost of the unrecorded media and studio time to date devoted to said recording project, which shall be no more than time billed since previous session and client media/data back up.
- iii. Stone Recording shall endeavor to secure all other property left on premises by client, (other than recording media) but shall not be responsible for loss or damage due to theft, fire, flood, act of God or other eventuality beyond the control of Stone Recording.
- iv. Stone Recording shall make every effort to prevent failure of studio equipment, but assumes no liability for delays or charges caused by failure of studio equipment during sessions other than compensating client for lost studio time.

### Damages

Client shall be responsible for any loss or damage to Stone Recording premises and/or property caused by the client, the client's employees, guests, invitees or agents acting under client's instruction, as a result of misuse, negligence, carelessness or willful misconduct.