

VIVA RECORDING STUDIOS

Engineer-Free Studio Rental Agreement

2186 Thurston Drive, Unit A, Ottawa, ON K1G6E1

(613) 302-0211 | vivarecordingstudios.com

CLIENT INFORMATION

Client Name: _____ **Date:** _____

Phone Number: _____ **Email:** _____

ID Verified: Yes No **ID Type:** _____ **ID #:** _____

Number of Guests: _____

SESSION DETAILS

Studio Room: Studio A Studio B Podcast Studio **Date of Session:** _____

Start Time: _____ **End Time:** _____

Total Hours: _____ **Rate Per Hour:** \$ _____

Total Amount Due: _____ **Deposit Paid:** \$ _____

Payment Method: Cash Credit Debit **Balance Due:** \$ _____

RENTAL TERMS & CONDITIONS

1. Responsibility for Space & Equipment

The Client accepts full responsibility for the Studio space, all equipment, and all property within it for the entire duration of the rental. The Client agrees to leave the Studio in the same clean, organized, and undamaged condition in which it was received. Any damage, loss, or disrepair caused by the Client or any member of their party will result in the Client being charged the full cost of repair or replacement.

2. Guests

The Client is responsible for the conduct of all guests they bring to the session. All guests are subject to the same terms and conditions as the Client. The Studio reserves the right to remove any guest whose behavior is deemed disruptive, disrespectful, or damaging to the space or equipment.

3. Equipment Use

The Client agrees to use all Studio equipment with care and in accordance with its intended purpose. The Client must not tamper with, reconfigure, or attempt to repair any equipment. If the Client is unsure how to operate any equipment, they must contact Studio management before proceeding. Misuse of equipment is grounds for immediate termination of the session with no refund.

4. Booking Minimum & Payment

Minimum rental time is two (2) hours. Full payment is due at the conclusion of the session. A non-refundable deposit is required at the time of booking to secure the reservation. The deposit will be applied to the total session cost.

5. Cancellations

Cancellations or rescheduling requests made less than 48 hours before the session will result in forfeiture of the deposit. Sessions booked less than 48 hours in advance carry a non-refundable deposit under all circumstances.

6. Late Arrivals

Session time begins at the scheduled start time regardless of the Client's arrival. No time extensions will be granted for late arrivals. If the Client is more than 15 minutes late without prior notice, the Studio reserves the right to cancel the session and the Client forfeits all deposits paid.

7. Early Departure

If the Client ends the session before the reserved end time, the full reserved amount remains due. No refunds or credits will be issued for unused time. Time reductions must be requested at least 48 hours in advance and are subject to the two-hour booking minimum.

8. File Delivery & Retention

Any session files recorded during an engineer-free rental are the sole responsibility of the Client. The Studio is not responsible for files left on Studio computers. All files will be permanently deleted from Studio systems following the session. Clients must ensure they have collected all required files before departing.

9. Smoking Policy

Cigarettes, marijuana, and hookahs are strictly prohibited inside the Studio at all times. Vape pens are permitted but must be used a minimum of 9 feet away from all studio equipment. Violation of this policy will result in immediate termination of the session and forfeiture of all payments made.

10. No Refunds

All payments made for studio rental are non-refundable once the session has commenced. The Studio makes no exceptions to this policy for engineer-free rentals.

11. Right to Terminate & Refuse Service

Any violation of these terms by the Client or their party is grounds for immediate termination of the rental agreement. The Client and their party will be asked to vacate the premises and all deposits will be forfeited. The Studio reserves the right to refuse future bookings to any client found in violation of these terms.

12. Liability Waiver

The Client releases Viva Recording Studios and its representatives from any liability for harm, injury, or damage that may occur to the Client or any member of their party while on Studio grounds. The Studio holds no liability for lost or stolen personal property.

13. Governing Law

This agreement is governed by the laws of Canada and the Province of Ontario. Any disputes will first be addressed through mediation. If mediation is unsuccessful, the matter will proceed through litigation in accordance with Ontario law.

PRE-SESSION STUDIO CONDITION CHECKLIST

Both parties confirm the following conditions at the start of the session:

- Studio is clean and free of damage
- All equipment is present and functional
- Microphones and stands are in place
- Monitors and interfaces are operational
- Seating and furniture are undamaged
- Lighting is functional
- No pre-existing damage noted (if damage exists, describe below)

Pre-existing damage notes: _____

CLIENT ACKNOWLEDGEMENT

By signing below, the Client acknowledges they have read, understood, and agree to all terms outlined in this Rental Agreement. The Client confirms they are 18 years of age or older and are legally authorized to enter into this agreement. These terms are non-negotiable and apply to all engineer-free studio rentals at Viva Recording Studios.

CLIENT ACKNOWLEDGEMENT

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____

This document is a binding agreement between the Client and Viva Recording Studios. One copy is to be retained by each party. For questions contact us at (613) 302-0211 or vivarecordingstudios.com