



Evergroove Policies

The following policies apply to any and all recording artists or clients (referred to as "client" or "you") working with Evergroove Studio (referred to as "Evergroove", "engineer", "we", or "studio"). The client must sign the following policies before recording will begin. This is to protect both Evergroove and the client to ensure everyone is on the same page.

Studio rules

No food or drink allowed in the control room.

No illegal mind altering substances allowed on the premises

Evergroove is a smoke free facility.

Any damage done to the studio or contents of the studio (including people) are the full financial responsibility of the party who caused the damage.

Estimates

Discuss your project requirements and desires with your recording engineer to receive a written estimate.

Scheduling/Booking

A 50% deposit is required to fully reserve your session time. Deposits are due within five days of making your reservation.

Evergroove reserves the right to cancel unsecured (unpaid deposit) sessions without notice.

Cancellations or changes to a reserved session must be made within 48 hours of the session.

You must pay for original booking in full before subsequent hours can be booked.

Overtime

No session shall extend longer than 10 straight hours. The engineer has the sole discretion to continue the session beyond this period; the client will be billed at the regular hourly rate + 30% for this service.

Payment

50% down is due at time of scheduling, no later than 48 hours before session start time. 50% of the down payment (cost of 25% of scheduled session) is non-refundable. Full payment is required to receive any product (even an electronic file).

Payment may be made in the form of cash, money order, checks, or Paypal. Barter payment will also be considered ... just ask!.

All materials related to the session, such as audio files, CDs, etc. are the property of Evergroove Studio until the invoice is paid in full.



Billing

Billable time starts the moment the scheduled session begins, whether or not the client is present.

Time is billed in full hour blocks. Any portion of a billable hour is billed as a full hour.

Billable time ends when the session is over. The session is over when any discussion, recording, mixing, or other related session work stops.

The studio/engineer rate includes all equipment listed on our website as of the day the client originally booked the session.

Breaks

The engineer is allowed a one-hour break (or one hour's worth of multiple breaks), at the engineer's discretion, at any time during a 10-hour (one day) session. Breaks may also be taken at your discretion. Breaks are included as billable time.

Rental equipment

Should you require a particular piece of gear, we will make our best effort to rent it. The cost of the rental (plus the rental company's cartage/delivery fee, or Evergroove's \$25 cartage fee, whichever ever is used) will be included in the bill.

You may also opt to pick up the equipment yourself, with the understanding if the equipment is "forgotten" the studio is not responsible and you will need to book additional time if the equipment "must" be used.

Equipment/stock left on site

Evergroove does not assume liability for damage or loss of equipment left on site. It is the client's responsibility to acquire adequate insurance for their equipment. All items not claimed within six months will be considered abandoned and become the property of the studio.

Down time

Technical issues arise from time to time. The billing clock will stop if the down time exceeds 15 minutes. Depending on the situation, the engineer may offer to end the session early and reschedule, or wait until repairs are finished.

Recording Media

Evergroove will provide audio files on CD or can email files as necessary for review. However we do not offer replication/duplication services.

Evergroove Representative _____ Date _____

Artist Representative _____ Date _____