

# New England Studios Rental Policies

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We want to thank you for selecting New England Studios to use as your photography location. In order that you may have a productive and safe photo shoot, we ask that you work with us under the following policies:

1. The safety of you, your models and crew are your first priority. NES will not be responsible for injuries as a result of your rental of the facilities.
2. We will request photo ID of the person renting the studio and all models involved with the photo shoot. NES has a registration and liability waiver that needs to be filled out before you may begin setting up. These forms can be found on our website: [www.newenglandstudios.com](http://www.newenglandstudios.com).

Please arrive 15 minutes before your scheduled start time. Any person attempting to use a fake or altered ID will result in the New Haven Police Department being called to review the use of forged documents.

3. NES will not permit any photo shoots that are deemed illegal under the laws of the state of Connecticut and the USA.
4. Any models that are under the age of 18 years MUST have one parent present at the time of registration.
5. NES is not responsible of any of your items that are lost, stolen or damaged; or those items that are brought to our property by those associated with the photo-shoot. i.e. models, make-up artists, hair-stylists, clothing stylists and assistants.
6. In the event of cancelation of your booked time:
  - a. Please call as soon as you know you need to cancel
  - b. Please tell us the reason you need to cancel, we might be able to help you
  - c. If you cancel 3 or more days before your booked time, there is no penalty
  - d. If you cancel 2 days to 24 hours before your booked time, there is a \$35 fee that will need to be paid before you can book with NES again. Your \$35 will be credited toward your next scheduled appointment.
  - e. If you cancel less than 24 hours before your appointment, you will need to pay for the entire time you booked the studio. NES will give you a credit for future use of an equal amount of time you paid for, as long as the time is not during a peak time.
  - f. Peak Times are: Friday starting at Noon – ending Sunday at 11 PM.
7. Your time begins after our registration and waiver forms are filled out. We will assist you with set-up, if possible, to give you the longest shooting time for your appointment.
8. The end time you select will be the time you need to be packed and walking out the door. You can book additional time if there are no other appointments after your scheduled end time.

9. If you run past your scheduled end time and keep another client waiting, you will be billed at a rate of \$10 per every 5 minutes past your scheduled time.
10. New England Studios has a wide variety of props, outfits and backgrounds. We ask that you take excellent care of them and caution your models to do the same. In the event of damage due to negligence, you will be charged for the repair or replacement. Where possible use of common props will be at no charge. "Special" props will have an additional rental charge.
11. NES may assist with finding a model, make-up artist, hair-stylist for your shoot. You are the person that will make final booking and payment arrangements with these professionals. NES will not act as a booking agent.
12. NES only permits the use of extension cords that have grounding plugs with 3 wire connectors.
13. NES has a full bathroom and shower available for use as part of the rental fee.
14. Any photo shoots that will require the model to wash down at the end of the shoot will need to be disclosed before any photo shoots are started. Any mess from this shoot will need to be cleaned up before you leave the studio.
15. No fires, flames, sparklers, etc. are permitted without a written request prior to the photo shoot.
16. NES has a freight elevator to the studio should you need to move a large amount of gear. You will need to call the office to meet the elevator, unload and then move your vehicle to on street parking. Long rolls of seamless will need to be walked up the fire escape by you.
17. Included in the rental fee are two (2) rolls of 9' background paper that you may use. You will be responsible for making the change of the roll. In the event of tears, scuff-shoe marks, paint, etc. you will be charged at a rate of \$3 per foot.
18. Firearms, knives, etc. – Must be checked in upon arrival. You are responsible for following the gun laws for the St. of CT. We encourage you **not** to use working guns as props, use air-soft or paintball guns instead. Under no circumstances will any ammunition be permitted in the studio with any guns! All knives must be in protective sheaves; other sharp objects i.e. axes, spears, arrows, etc. must be wrapped with a protective cover.
19. Animals – please ask what you want to use as a prop. Permission will be on a case-by-case basis. This is for the safety of the NES employees and the other renters that day. If you do receive approval to bring your animal(s), you are responsible for any mess they make; or if they escape your control, any additional studio time involved with the capture of the animal.
20. Food & Liquor: Any items you bring will need to be cleaned up before you depart. As the renter, if you provide liquor to those involved in the photo-shoot, you are responsible for their behavior and actions while in the Studio and under the laws of the state of Connecticut, while each person is travelling to their home.

These Policies are subject to change and should be reviewed each time you book our facility.