

POLICIES

Payment

A 50% deposit of the total amount due is required for all sessions and must be made in order to reserve studio time and services. Deposits and payments can be made via the following methods:

- **PayPal:** payment@minnehaharecording.com Note that applicable vendor service charges may apply.
- **Venmo:** 612-850-8661
- **Cash App:** \$MinnehahaRecording

Client is responsible for all fees on any returned checks. Client is responsible to pay for the entirety of booked session time, even if the session finishes early. Balances must be paid in full at the end of each session.

All sessions that run over scheduled time, including 8 hour lock-outs, will be billed in half-hour increments for any and all overages. All recorded media files shall remain property of Minnehaha Recording Company and will not be released to the client until balance is paid in full.

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 will forfeit full deposit. Sessions may not be rescheduled more than once and any rescheduled session that is cancelled will forfeit full 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 Minnehaha Recording Company 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.
- Film shoots may incur additional charges and may be required to provide insurance certificate and liability waiver.

Requests for studio services outside of schedule studio sessions will be billed at our hourly rate, rounded to the nearest half hour. These services included, but are not limited to:

- Session file transfers/uploads
- Mixing revisions
- Stem Bounces
- Radio Edits
- Edits of any kind
- CD creation

Data Storage & Limit of Data Liability/Media Waiver

Client is responsible for providing a Mac-compatible USB or Firewire external hard drive/thumb 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.

Please note that file back-up time is part of your session time.

Minnehaha Recording Company 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 20 days following completion of the session.

General Studio Liability

- i. Minnehaha Recording Company shall endeavor to secure all recording media (all data, hard drives, master tapes, slaves, final mixes, and masters) owned by client, and left or stored on premises, but Minnehaha Recording Company 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 Minnehaha Recording Company, Minnehaha Recording Company 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 backup.
- iii. Minnehaha Recording Company 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 Minnehaha Recording Company.
- iv. Minnehaha Recording Company 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 and all losses or damages to Minnehaha Recording Company 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.