



	1 STUDIO	2 STUDIOS COMBINED
First Three (3) Hours	PHP 6,000.00	PHP 12,000.00
Succeeding Hours or a Fraction Thereof/Hr	2,000.00	4,000.00
Off-Hour* Charges/Hr	200.00	400.00
Set-up Time (w/out aircon)/Hr	1,200.00	2,400.00
Flat Rate /Whole Day Rate (15 Hours Straight)	26,100.00	46,800.00
Holidays/Weekends (5 hrs minimum)	10,600.00	21,200.00
Holidays/Weekends per hour	2,200.00	2,200.00

Vehicle Entry (rate per vehicle)	PHP 700.00
Maintenance fee (for set-ups with sand, dirt or water)	1,000.00
Care Taker fee (per studio)	500.00
Per Appliance to tap to studio	500.00

RESERVATIONS

1. Siren Studios official business hours are from Mondays through Saturdays, 9am to 6pm. Reservations made outside of these official hours, or on Sundays and Holidays are subject to off-hour charges.
2. Minimum hours of reservations are as follows:

Monday through Saturday	3 hours for photo shoot
	3 hours for video shoot
Sundays and Holidays	5 hours
3. Specification of the use of the studio must be pre-arranged with the management prior to renting.
4. Maximum of twenty-five persons may be accommodated per studio, in excess of twenty-five persons, additional charge of PHP100.00 per person will be charged or another studio booking will be required.

SET-UP TIME AND TIME IN

5. Upon entrance, all clients must register and check in at the reception. All clients must adhere to all Governmental and Fire Regulations. All hallways and stairways are to be kept clear of debris in compliance with Governmental and fire codes.
6. Clients may enter the studio thirty minutes before the reserved time for equipment procurement and set-up.
7. If additional set-up time is required, the studio may be rented at 50% of the regular rate (without airconditioner). However, off-hour charges may still apply.
8. Our property custodian's responsibility it to make sure that you have the equipment you need. While he may assist in your initial set-up, se shall not serve as studio assistant during your shoot.

STUDIO EQUIPMENT

9. Studio rental comes with three 600-watt Fame Strobes with light stands, trigger, and apple boxes.

10. In case of damage to the studio equipment during rental, the person who reserved it shall be the point person in our billing for the cost of repair (if repairable) or replacement.
11. Application of adhesives, color, etc. on the walls and floors are prohibited. If damage or discoloration occurs from adhesive or paint, the point person shall be charged PHP1,000.00 per square foot of the affected area.

FOR VIDEO SHOOTS

12. All video shoot must provide their own generator. For shoots that will go beyond 10pm or starts before 8am, a silent type generator is required.
13. Siren Studios is not primarily a video studio. The studios are not soundproof. As such, you may have live sound recording at your own risk. We cannot ask the clients from adjoining studios to keep silent.
14. Furthermore, the air conditions in the studios are not intended for video shoots and maybe insufficient to cool down studios with strong video lights.

PACKING-UP AND TIMING OUT

15. You may extend your video reservation at any time but subject to availability.
16. Upon packing-up and vacating the studio, call our property custodian to perform a time-out checklist. Only upon clearance will you be timed-out.
17. If you time out before your reserved time, we shall regard the time difference as cancelled and thus subject to 50% cancellation charge.

CANCELLATION

18. If a confirmed reservation is cancelled before the scheduled date, we shall charge a cancellation fee equivalent to 25% of the reservation. Is cancelled one day before or on the day itself, the cancellation fee will be 50% of the reservation.

TERMS OF PAYMENT

19. All payments shall be made in cash or dated checks on the following terms:
 - a. Fifty percent of total amount upon reservation, and
 - b. Fifty percent balance plus whatever additional charges may have been incurred upon timing out.

Payments may be deposited to our BDO or UCPB account

Account Name	SIREN PHOTO STUDIO
BDO Account Number	488-007499-6
UCPB Account Number	20188-000746-0

Kindly email a copy of the deposit slip to sirenstudiosph@yahoo.com

20. No smoking, eating and drinking inside the studio. There are designated areas for these in the lobby.
21. Meals are taken in the Siren Studios lobby. It is for the communal use of all clients. As such, the tables and chairs must be shared.
 - a. Caterers, if any should bring their own buffet tables.
 - b. Caterers may use heated chaffing dishes but may NOT cook within Siren Studios premises.
 - c. Caterers should clean up after themselves.
22. Siren Studios shall not be held responsible for any disruption of Meralco's electrical service. If a shoot is cancelled due to power disruption, Siren shall not charge the client for the said shoot.
23. Please note that by booking a studio at Siren Studios, you are deemed to have read, understood and accept our Rental Agreement.