

Couvrette Studio

430 Gladstone Ave. Ottawa, ON

Telephone: 613-238-5104 Fax: 613-234-2214

E-Mail: info@couvrette-photography.on.ca

Rental Policies and Rates

Features:

- 2500 Sq.ft of studio & office space
- Centretown Ottawa Location
- 24x18 foot L shaped studio cyc wall, 13 foot ceiling
- large boom and autopoies included
- power for all types of lighting
- makeup and change area
- ground level cargo door
- concrete floors
- monitored security system & controlled access entry

Rates:

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| • Full Day (weekdays 9 am to 5 pm) | \$450.00 |
| • Half Day (3 hours blocked time in am or pm weekdays between 9am-5pm) | \$300.00 |
| • Assistant on site – optional weekdays 9-5 | \$15.00 per hour or partial |
| • Assistant on site before 9am and/or after 5pm– REQUIRED | \$25.00 per hour or partial |
| • Extra hours rate (weekdays 9-5) | \$100 per hour (\$50.00 per half hour or partial) |
| • Extra hours before 9 or after 5 & weekends for set/up teardown – does not include the assistant rate which is required for security purposes. | \$120.00 per hour or partial |
| • Saturday Rate (9am-5pm) + an additional \$25/hr for assistant on site) | \$550.00 |
| • Sunday Rate (9am – 5pm) + an additional \$25/hr for assistant on site) | \$650.00 |

The above rates are based on the start time defined as the studio being unlocked for the client and the end time is when the studio is locked after the client has removed all equipment from the premises. The client will be invoiced according, however a 2nd invoice will be issued to the client if Couvrette Studio has to stay beyond the original invoice rate to accommodate a third part member for the removal of any equipment from the premises. Any additional rates incurred by the client will be invoiced to the client at full hourly rate amount, regardless if only partial is used.

A **confirmed** studio rental has a 1 hour slot available at the end of the rental, that can be purchased if required. **Once** a booking is confirmed as a Half Day Rental, Full day rental rate is not available. Additional time can be pre booked as per hourly rate price.

Our Cyc Wall is painted in a flat off white latex. The Cyc Wall is provided clean and with moderate wear. Scuffs are cleaned by our staff to ensure 100% white for filming. An option is to have it painted 1 coat before a shoot. This charge may also be applicable at the end of a shoot if damages to the floor exceed normal wear and tear at solely the studio's discretion. Should you require painting, the following charges are applicable;

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| • one coat (floor area only) to cover minor damages | \$100.00 |
| • painting of entire cyc wall to return to our standard white from a Mid tone (4-5 coats) | \$600.00 |

Policies:

- Meeting Room usage must be discussed at time of booking
- Please inquire regarding sound recording
- **Deposit of full rental rate is required to confirm booking date and is non refundable**
- No holding of tentative dates, dates are booked at full rates
- Wireless Internet is available on site; however client must provide their own Laptop. Additional charge of \$100/hr will be applied to client's invoice if client has to use studio's computer system.
- A Charge of \$50 per hour will apply to a client if more then one visit is required, even if rental is not a confirmed booking.
- Arrangements must be made by no later than 3pm on the day of your rental, if the rental is to continue past 5pm on that day. The client will be invoiced accordingly.
- A cleaning charge may apply if premises is not left in the same condition as upon arrival. All props ie. feathers, confetti, sparkles, etc. must be cleaned up. All garbage is to be bagged. Please ask a Couvrette staff member for cleaning supplies if required.

