JUST FOR THE RECORD

Studio Booking Terms & Conditions

Effective November 1, 2026

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1. Booking Confirmation, Lead Time & Holds

- **Confirmation.** A session is confirmed only when Just For The Record ("JFTR") issues written confirmation. Requests, verbal agreements, and unconfirmed calendar entries are not bookings.
- **Minimum lead time.** Sessions must be booked no later than 4 hours before the session start time; bookings requested inside that window cannot be accepted.
- **Holds.** A hold reserves a room and date but is not a confirmed booking. Holds must be confirmed at least 24 hours before the session start time. Any hold not confirmed by that deadline is released automatically at no charge, and the room returns to general availability.
- **Rates.** Studio, lockout, engineer, and rental rates are set out in JFTR's current rate sheet. The rate sheet in effect on the date of the session applies.
- **Minimum booking.** All studios are booked for a minimum of 6 hours. A session shorter than the minimum is billed at the minimum.
- **Lockouts.** The 12-hour lockout rate applies only when the lockout is confirmed before the session starts. A session booked by the hour is billed by the hour for its full length, and an extension of an hourly session is not treated as a lockout.
- **Label bookings.** A valid purchase order (P.O.) number is required for all label bookings.
- **Self-pay bookings.** A valid credit card on file is required prior to the session; the card may be charged for the session, overtime, damages, cleaning, or any other fees incurred.

2. Cancellations, Rescheduling & Changes

- **Rescheduling is a cancellation.** Any request to move a confirmed session to a different date or time is subject to the same charges as a cancellation, and the new date is subject to availability.

Cancellation or rescheduling inside 24 hours of the scheduled start is billed at 100% of the session rate. Cancellation or rescheduling inside 48 hours is billed at 50% of the session rate. More than 48 hours before the scheduled start there is no cancellation or rescheduling charge.

- **Room changes.** Changing the booked studio is treated the same as rescheduling and is subject to the same charges.
- **Equipment add-ons.** Rentals and add-ons may be requested up to the day of the session, subject to availability; add-ons do not change the booked time or room.
- **Complimentary gear.** Complimentary gear is available on a first come, first served basis. If a piece is already in use, JFTR is happy to rent what the Client needs from one of its partners, at an additional cost: the partner's rental rate plus JFTR's 15% cash advance fee.
- **Setup.** Setup requirements must be finalized at least 24 hours before the session start time; changes inside that window are subject to studio approval and availability. Apart from writing camps and lockouts, this policy applies to all bookings, including label sessions.
- **Writing camps and lockouts.** These are arranged in advance and booked on their own terms, agreed in writing at the time of booking. A deposit of 50% of the rental fee holds the dates. Cancellation 30 or more days before the first booked date refunds the deposit in full. Cancellation inside 30 days but 14 or more days before it retains half the deposit. Cancellation inside 14 days retains the full deposit. Cancellation inside 48 hours retains the full deposit and the balance of the booking remains due. Rescheduling is a cancellation here as well: moving any booked date carries the same charges, and new dates are subject to availability and studio approval.
- **Refunds.** Any refund owed under these terms is paid within 10 business days of JFTR receiving written notice of cancellation.
- **Studio cancellations.** If JFTR cancels a booking for any reason other than the client's breach, the client receives a full refund of all amounts paid, or may reschedule subject to availability.
- **Circumstances beyond control.** If either party cannot proceed because of fire, earthquake, flood, natural disaster, government order, or public health emergency, the client may reschedule subject to availability or receive a full refund of the deposit, and neither party owes the other anything further. Illness, unavailability, and scheduling conflicts affecting the client or individual participants are not covered by this paragraph, though JFTR will work in good faith to reschedule where availability allows.

3. Session Start and End Times

- **Start time.** Sessions begin at the scheduled start time, regardless of arrival, and late arrivals do not extend the session.
- **End time.** Sessions must end at the scheduled end time; extensions are subject to availability and billed at standard or overtime rates.
- **Early finishes.** Sessions that end early are billed through the full booked time.
- **Grace period.** A 15-minute grace period may be allowed at the studio's discretion for wrap-up (for example, file transfers); additional time is billed as overtime.

4. Payment Terms, Late Fees & Interest

- **Self-pay clients.** Payment is due at the end of the session and is charged to the card on file immediately upon session conclusion.
- **Label bookings.** Invoices are due within 15 days of the invoice date, and a valid P.O. is required.
- **Late fee.** A 3% late fee is applied to any overdue invoice starting the day after the due date.
- **Interest.** In addition, any balance not paid when due accrues interest at 1.5% per month (18% per annum), or the maximum rate permitted by law if lower, from the due date until paid in full.
- **Cash advances.** Anything JFTR pays for on the Client's behalf, including food, supplies, deliveries, and outside equipment rentals, is billed at the receipt total plus a 15% cash advance fee.
- **Runs.** Each run made by JFTR staff for a session is billed a $20 run fee, in addition to the cost of the items and the cash advance fee.
- **Collection.** The Client is responsible for all reasonable costs of collection.
- **Disputes.** Disputed charges must be reported in writing within 7 days of the invoice date; charges not disputed within that period are deemed accepted.
- **Accepted methods.** Accepted payment methods are ACH, credit card, Zelle, PayPal, and Square.

5. Engineers and Staff

- **Assistant engineers.** An assistant engineer is required for all sessions and is included in the studio rate.

- **In-house engineers.** In-house engineers are available for an additional fee if requested in advance.
- **Minimum.** Engineers must be booked for a minimum of 6 hours.
- **Engineer rates.** Engineers booked through JFTR are billed at the standard rate for the first 8 hours in a day, time-and-a-half (1.5x) for hours 8 to 12, and double-time (2x) for hours beyond 12.

6. Overtime

- **Studio overtime.** Studio time exceeding 12 hours in a day is billed at double the standard hourly rate.
- **Approval.** Overtime is subject to availability and must be approved by JFTR staff.
- **All studios.** Overtime rules apply to all studios.

7. Guests and Minors

- **Conduct.** Guests must respect the studio environment; excessive noise, disruptive behavior, or interference with equipment will not be tolerated.
- **Responsibility.** The booking Client is responsible for their guests' behavior and for any damage or injury caused by the Client or the Client's guests.
- **Minors.** Minors must be accompanied by an adult at all times.
- **Damage and cleaning.** If a session results in damage, or in conditions requiring cleaning beyond a standard post-session reset, the Client will be charged for the actual cost of the repair or additional cleaning required, subject to a minimum of $500 per occurrence.

8. Conduct and Prohibited Activities

- **Substance use.** Cannabis and alcohol are permitted in the studios. Excessive intoxication, reckless behavior, spills, damage due to intoxication, or disruptive behavior may result in immediate termination of the session without refund.
- **Candles.** No outside candles are permitted on the premises; only JFTR-provided candles may be lit.

- **Termination.** JFTR reserves the right to end any session immediately without refund for conduct that endangers people, property, or equipment.

9. Files and Intellectual Property

- **Storage.** JFTR does not store session files after the session ends.
- **Transfers.** Clients must bring their own drives or request transfers before leaving; file transfers can be provided via WeTransfer or similar on request.
- **Ownership.** Clients retain all rights to their recorded material, and JFTR claims no ownership, once payment is received in full.
- **Marketing use.** The Client agrees that JFTR may use the artist's and the Client's name, and released artwork, for JFTR's marketing purposes, such as its website and social media, where legally permitted.

10. Security and Liability

- **Personal belongings.** JFTR is not responsible for lost, stolen, or damaged personal items.
- **Security.** Common areas are monitored with security cameras.
- **Waiver.** Clients and guests use the studio at their own risk. To the fullest extent permitted by law, JFTR is not liable for injuries, accidents, or property damage during sessions, or for power outages or related consequences.

11. Indemnification

The Client agrees to indemnify, defend, and hold harmless Just For The Record, its owners, employees, and affiliates from any claims, damages, losses, or liabilities arising from injuries, accidents, or property damage on the premises, unauthorized use of copyrighted material recorded at JFTR, or any acts or omissions of the Client or the Client's guests that result in harm to JFTR or third parties.

12. Governing Law, Venue and Attorney's Fees

- **Governing law.** This Agreement, and any dispute arising out of or relating to it or to any booking, is governed by the laws of the State of California, without regard to its conflict-of-laws rules.
- **Venue.** The parties agree that the exclusive jurisdiction and venue for any such dispute shall be the state or federal courts located in Los Angeles County, California, and each party consents to personal jurisdiction there.
- **Attorney's fees.** In any action, arbitration, or proceeding brought to enforce or interpret this Agreement, or to collect any amount owed under it, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs, and expenses, in addition to any other relief to which it may be entitled. This provision is intended to be reciprocal as required by California Civil Code § 1717.

13. Dispute Resolution

The parties will first attempt in good faith to resolve any dispute informally. Any dispute not resolved within thirty (30) days may be brought in the courts identified in Section 12. Nothing in this Section prevents either party from seeking to recover an undisputed unpaid balance, including in small claims court where available.

14. Electronic Acceptance and Signature

By typing your full legal name and clicking "I Agree," you (a) consent to transacting electronically and agree that your electronic signature is the legal equivalent of your handwritten signature under the U.S. E-SIGN Act and the California Uniform Electronic Transactions Act; (b) agree to be bound by this Agreement; and (c) if accepting on behalf of a company, label, or other entity, represent and warrant that you are authorized to bind that entity. JFTR records the name, email, date, time, and version accepted as evidence of this agreement.

15. General

This Agreement is the entire agreement between the parties regarding studio bookings and supersedes any prior understanding on its subject matter. If any provision is held unenforceable, the remaining provisions stay in full force. JFTR's failure to enforce any provision is not a waiver of

it. JFTR may update these Terms from time to time; the version in effect when you accept, and any later version you accept, governs your bookings. JFTR may require acceptance of the current version before confirming a new booking.

Questions about any of the above, contact us at **booking@justfortherecord.com** or **(818) 448-1556**.