

Studio Contract

General Rules, Policies & Procedures

Reservation Policies:

- A 50% deposit is required to schedule studio time at RRS. The remaining balance will be due in full the day of the scheduled session - no exceptions.
- There is a mandatory 1 hour minimum. (If you only need 30 minutes in the studio per say, you must schedule for a whole hour).
- All studio time officially scheduled on our calendar must be used within the time allotted. If technical difficulties do occur, it is the management's responsibility to reschedule or provide unused hours in the future.

Payment Policies:

- A 3% credit card fee is added to all credit card and debit card payments.
- Studio time that has been purchased must be scheduled and used within 6 months of payment.
- Certain special packages set up by RRS will require payment in full at the time of booking.
- The client listed on the invoice as the payee owns the masters once the entire session is paid in full.
- ALL payments are final and non-refundable.

Rescheduling/Cancellation Policies:

- Please notify management 48 hours in advance if you are needing to cancel or reschedule studio time.
- If you need to cancel your studio time completely, please notify management as soon as possible.
- For ALL cancellations, the initial 50% deposit is forfeited and non-refundable - no exceptions. This is required to prevent the loss of rescheduling the studio and the engineer to another client. Money spent beyond the 50% deposit can be used towards future studio time.

Tardiness Policies:

- Scheduled times have been arranged specifically for you. If you arrive late, your session may be shortened in order to meet and accommodate others whose sessions follow yours. Depending on how late you arrive, your engineer will determine if there is enough time remaining to start your session.
- Regardless of the length of the session, you will be responsible to pay for the entire session.
- Out of respect and consideration to your engineer and other clients, please plan accordingly and be on time.

Overtime Policies:

- If you require additional time after your session (so long as there is not another client after you, and at the engineers' discretion) you must pay a \$25 fee for an additional 15 minutes. Another 15 minutes will cost an additional \$25.
- Anything more than the 30-minute overtime will be considered another hour, paid at the hourly rate of the service provided.

Ownership Policies:

- For those who have records produced by RRS Staff, there will be ownership percentages assigned for creative production help and creative writing help of the final published record.
- If both creative production and creative writing are used, the producer(s) own a third of the published record. (16.6% to each producer if there are two producers helping).
- For production help, the producer(s) will own 25% of the published record. (12.5% to each producer if there are two producers helping).
- For writing help, the producer(s) will own 25% of the published record. (12.5% to each producer if there are two producers helping).
- Percentages can be dispersed via the music distributor you choose when publishing your song to streaming services and stores. (DistroKid, CD Baby, etc.)
- For any other commercially published form of media created or produced by RRS staff, there will be ownership percentages assigned. The amount will depend on the form of media. (Example: Podcast Shows, Music Videos, etc.)
- Session material left beyond 30 days due to nonpayment will become the property of Rockwall Recording Studio.
- Any equipment left at RRS beyond 30 days will become the property of Rockwall Recording Studio unless prior arrangements have been made. Don't leave your stuff!

Intellectual Property Rights Policies:

- If clients are remixing, sampling or using copyrighted material, they must obtain written permission from the owner of the material in order for RRS to proceed with the project. RRS will not be held liable if you illegally use someone else's copyrighted work, and is the responsibility of the client to clear any copyright issues.

Equipment Care/Liability Policies:

- Equipment in the studio must be properly treated. You must sanitize or wash your hands prior to using equipment in the studio. If damage is caused to any equipment, the client is responsible and liable to replacing the damaged equipment in full. Simply put, if you break it you fix it.
- Rockwall Recording Studio is not responsible for any unrecoverable data. Be sure to always get a copy of your session and stems.
- Rockwall Recording Studio is not responsible for lost, damaged or stolen gear left behind.

Confidential/NDA Policies:

- RRS will not share any information about you, or post any of your exported recordings unless given written permission to do so.
- Same goes for the confidentiality of RRS Staff. Any information shared to clients, personal or otherwise, must be kept inside the studio unless given written permission.

Signed Artist Policies:

- Signed artists under a label must reach out to RRS prior to booking to discuss Signed Artist rates.

Studio Procedures

Before Your Session:

- We use Logic Pro X which is one of the industry standard DAW's in a recording studio. If you do not use Logic Pro X, be sure to upload or bring your stems to us before or on the day of your session. (Knowing the song's Key and BPM prior will also be a big help!).
- You can use a thumb drive/hard drive to bring in your Logic Pro sessions or session stems. You also have the option of utilizing **Dropbox** or email to upload your session/stems. Many prefer to email us the files so they will be here upon arrival and you can spend more time in your session recording. (Please use rockwallrecordingstudio@gmail.com).
- We encourage everyone to review a map of our location (Rockwall, TX). Due to the possibility of traffic/delays, plan on leaving 30-45 minutes prior to ensure that you're not late for your session. If you are located in Rockwall, you may know your way around better and should at least leave 20 minutes prior.

During Your Session:

- We often use analog gear during our recording, mixing and mastering sessions. Although you do not have to physically be present for some of those sessions, we ask that you PLEASE take a picture of the settings prompted on the analog gear to ensure we have the same inputs to use in case you want to do any revisions. If not present, your engineer will take the photo and email it to you. Be sure to always keep this photo until you are 100% sure you are done with the project.
- Your engineer will always provide an mp3/wav file of your music during your session. If you would like your raw session files (the Logic Pro X session) as well, please bring your hard drive the day of your session so the engineer can provide them for you within your scheduled time. If you don't have a hard drive, the engineer can send your session files via **Dropbox** or email during your scheduled time. If you request your session files after your session is over, there will be a minimum charge of \$40 for us to put your session files on your hard drive or send them through **Dropbox**/email. Files sent through **Dropbox** will have to be downloaded within 14 days of being uploaded.
- With your consent and approval, we may take a quick photo of your recording. We may share the photo on our respective social media accounts with appropriate captions. We find that this not only helps us at our studio, but also promotes you as an artist!

After Your Session

- After your session, we encourage you to stay in touch with your engineer or producer for any edits or revisions needed. (Please see below for our Edits & Revisions procedures.)
- If you would like your session files (Logic Pro X session or stems) after your session is over, there will be a minimum charge of \$40 for us to put your session files on your hard drive or send them through **Dropbox**/email. Files sent through **Dropbox** will have to be downloaded within 14 days of being uploaded.
- Studio drives will be cleared EVERY 6 MONTHS. To ensure that your files are not forever lost, be sure to obtain them during or soon after your session.
- We will be in contact with you via email/phone to ensure you have the highest quality customer service while at Rockwall Recording Studio. We often ask for testimonials to publish on our website and further promote you as an artist.

Edits & Revisions:

- Although we use Logic Pro X as our DAW (Digital Audio Workstation), we mainly use analog gear in all of our tracking and mixing sessions which contribute to superior sound quality. To recall a session, it may take 10-30 minutes just to be fully set up prior to doing any revisions. For this reason, there is a minimum charge of \$40 for edits or mix revisions of ANY kind. We ask that during your session you take pictures of the final analog settings on the equipment to help speed up the setup process. Normally hourly rates apply for anything over 30 minutes worth of work. This policy excludes mix packages and specific bundles which will be specified upon booking.

Studio Rules

1. Any person under the age of 18 must have a parent signature and consent to schedule studio time, and any person under 16 must have a parent/guardian present during scheduled time.
2. Clients must wash or sanitize hands prior to using equipment in the studio.
3. Food and drinks are prohibited in the studio unless placed on the designated table and away from studio equipment.
4. No more than 5 people are allowed in the studio (NOT including RRS staff). You may have up to 4 guests, but each guest must sign the Studio Contract waiver. Guests under 16 must have a parent/guardian present with a signed signature and consent, as well.
5. Always be aware and respectful towards the client and engineers' studio time. Please don't bring guests that will be disruptive to the working environment.
6. No illegal substances, alcohol or weapons are allowed on the premises. Rockwall Recording Studio has the right to deny service without refund to anyone presumed to be under the influence. Smoking tobacco or e-cigarettes is allowed only in the designated outdoor smoking area.
7. Please place any unwanted trash into the receptacles provided.

The person responsible for paying for studio time must sign the Studio Contract and will be held responsible for the actions of all artists and guests he or she brings to any session. These rules apply to all persons. There are absolutely no exceptions whatsoever. This ensures a healthy business relationship for you as a recording artist and for the studio as well.

The client affirms that he/she is the rightful owner or assignee of material to be recorded or reproduced. Rockwall Recording Studio & our staff are not responsible for copyright violations, talent or creative royalties, mechanical reproduction licenses, or any other liabilities for such material. The client also agrees to indemnify Rockwall Recording Studio and its employees for any and all claims, costs, losses, detriments and expenses of any kind or nature. Including, without limitation, attorney's fees and cost incurred by Rockwall Recording Studio by reason of any breach or alleged breach of any representation, warranty, or agreement made by client.

Studio Disclaimer: Prior to any session work beginning, the client agrees to furnish a written signed copy of the above Studio Policies as a formal agreement and obligation to make payments and adhere to all other policy requirements as stated herein.

The contents of the Studio Contract are subject to change.

I have fully read and agree to all of the above terms.

Print Name _____

Band Name or Performance (Stage) Name _____

Address _____

Signature _____

Parent/Guardian Signature _____

Phone _____

Date _____