

# Chop Spot Recordings – Studio Policy Agreement

Welcome to Chop Spot Recordings. To ensure a safe, professional, and productive environment, all clients must agree to the following policies:

## 1. Booking & Payment:

- Sessions must be booked in advance.
- Payment is required in advance to secure your time.
- Valid government-issued ID is required.
- No refunds after services are rendered.

## 2. Recording & Mixing:

- Studio time is reserved for recording unless additional time is booked.
- Mixing is a separate service and requires additional time.
- If you would like mixing during your session, you must book enough time for both recording and mixing.
- Mixing will not begin unless sufficient time has been scheduled.

## 3. Studio Conduct:

- No smoking or vaping inside the building.
- No weapons allowed.
- No backpacks or large bags.
- No pets allowed.
- The studio is located on the 5th floor of a professional office building — please respect surrounding businesses.

## 4. Surveillance & Security:

- The building is under 24-hour surveillance.
- Security cameras monitor both the interior and exterior of the property.
- Illegal activity will result in immediate session termination without refund.

## 5. Arrival & Time:

- Sessions begin at scheduled time, not arrival time.
- Late arrivals do not receive extended time unless additional hours are purchased.

## 6. Minors:

- Clients under 18 must be accompanied by a parent or legal guardian.

Client Full Name:

Phone Number:

Email Address:

Session Date:

Signature:

Date Signed: