

---

# STUDIO RULES & GUIDELINES

---

## GUIDELINES & TIPS

**Parking:** One parking pass is included with your rental. The lot is located at the rear of the building, the entrance of which is just off Frances Street. Additional free parking can be found along Frances Street, as well as in the surrounding area. 1 hour parking is available on Clark Drive, except between 3:00pm-6:00pm, Monday through Saturday. Failure to return this pass after your rental will result in a \$75 replacement fee.

**Arrival:** A studio representative will be present at the time of your arrival to see you in. If you are the primary contact, please make an effort to arrive before your crew and talent. You will be given a short tour of the space and some basic instructions, feel free to arrive up to 15 minutes early.

**Washroom:** Our washroom is located to the right when exiting through the studio's back door, the middle of three private washrooms, with a hexagonal purple sign. The washroom key is kept on a hook, hanging from the wood panel wall in the studio hallway en route to the washroom.

**WiFi:** WiFi is free at Studio Lantern.

Network: **lantern**  
Password: **lovesyou**

**Chrome Cast TV:** Chromecast is available for you to play music from your Spotify account or connect your Netflix. Just **connect to our WiFi**.

**Leaving and lock-up:** A studio representative will be available to see you out at the end of your rental. If you finish before your allotted time, simply call us at **604-265-7555**. Our representative will return to the studio to see you out, or give you specific checkout instructions.

## RULES

**Reserving your booking:** Bookings work on a first come, first served basis. Your booking will be reserved as soon as payment is made and your time has been confirmed. If you attempt to book on a date and there is a conflict, we will help you find an alternative time or date. If nothing is compatible you will be fully refunded.

**Rental time:** Your allotted rental time is exactly the duration that you've booked. Your time ends when the last person in your group walks out of the studio. If you require extra time to set up or break down, factor this in to your time. For any time that you are in the studio after your scheduled duration, you will be charged an over-time fee of \$75 per hour, rounded up to the nearest hour.

**Damage Deposit:** A \$500 damage deposit is required for each rental. If damage to any equipment or property is sustained during your rental, we will deduct an amount proportional to the damage from your deposit as we see fit. This includes damage to the rental space itself, as well as damage to the equipment provided with the space such as ladders, stands, v-flats (polystyrene boards), and any other items included with your rental.

**Cleaning Fee/ Marking the whitespace:** As we strive to ensure that the studio is in pristine condition for each guest, a fee of up to \$100 may be deducted from your damage deposit if space is left in unusually poor condition, or if the white walls are marked. Normal usage will not be charged.

**Paper Backdrops:** Use of our paper backdrops are included with each rental at no cost, if left unmarked. Marked/scuffed or otherwise unusable paper is charged at \$5/ft up to the point where it must be discarded, at the sole discretion of the studio representative.

**Smoke:** No smoking in the studio. Projects involved with smoke have to get studio representative's consent.

### ADDRESS

**556 CLARK DR**

### TELEPHONE

**604-265-7555**





## RULES CONTINUED

**Pets:** No pets allowed as per the terms of our lease. We apologize for any inconvenience.

**Forgotten items:** The studio is not responsible for any items left behind by its guests. Guests will be notified if something is left behind and will have 48 hours to reclaim it before it is discarded.

**No parties of any kind.**

**Cancellation Policy:** Applies to cancellations or reschedulings.

Over 21 days in advance - Full Refund.

Under 21 days in advance - 50% Refund.

Under 48 hours notice - No Refund.

**Invasive substances:** Any liquids, solids, chemical, gas, or any other material that may mark, stain, or otherwise damage the studio are explicitly prohibited unless consent is obtained from a studio representative prior to rental.

**Special Requests:** If you have any special requests or need any additional help please let a studio representative know at the time of booking.

**Refunds:** No refunds given for no-shows, partially used time, or unused equipment.

THANKS AND HAVE A  
**GREAT SHOOT!**

---