

## **Studio Rental Terms & Conditions**

### **Required information**

To make a studio rental request with "Studio Griffintown", you must have a credit card and insurance certificate available. Other pertinent information may be requested.

- Credit card form (mandatory)
- Insurance certificate (mandatory)
- Drivers license with picture
- Passport (for non-Canadian residents)

Please write to [info@studiogriffintown.com](mailto:info@studiogriffintown.com) in order to obtain the forms to be completed.

### **Payment**

Studio Griffintown can accept various methods of payment:

- Bank transfer
- Credit card
- Cheque (for those that already have an account with us)
- Interac transfer
- Cash

The payment must be made no later than 48 hours before the start of your reservation.

### **Reservation Policy**

#### First HOLD

The studio can reserve in advance under certain conditions. If you have a first HOLD, the studio will be reserved in your name until 48 hours before your reservation providing that nobody else has made a request for the same date and time.

#### Second HOLD

If another person has made a request for the same date with a confirmation, that person is secured as a second HOLD. The person that has the first HOLD is obliged (within the 48 hour period) to make a non-refundable deposit of 50% of the total amount of the reservation in order to conserve his or her studio date(s).

If the person with the first HOLD is unable to confirm or provide a deposit, Studio Griffintown will no longer be able to grant the first HOLD. As such, the person will lose their reservation. The person with the second HOLD is now eligible to reserve the studio, with a non-refundable deposit of 50% of the total amount of the reservation.

### **Cancellation Policy**

- In the case of a HOLD confirmed with a deposit of 50% - there is no refund
- More than 48 hours before the reservation – no cancellation fee
- Between 24 and 48 hours before the reservation – 25% of the total amount of the reservation will be invoiced
- Between 12 and 24 hours before the reservation – 50% of the total amount of the reservation will be invoiced
- Under 12 hours before the reservation – 100% of the total amount of the reservation will be invoiced

