



Welcome! We are here to help give you the best creative experience possible.

Please take the time to review this document. Beachwood Park is a unique artist-friendly studio facility, and we care about our clients. We need your cooperation and understanding on the following policies:

Noise

Given that we are in a residential neighborhood, our facility is subject to local noise ordinances (the law!). In order to keep us in compliance with these laws, please note the following:

- All studio doors (*including front and back DOUBLE-DOORS) must be shut at all times during operation. We cannot run the risk of upsetting our neighbors. Please do not leave doors open and refrain from playing instruments and playback while doors are being opened, including load in's and load out's.
- **NO live drums or loud bass recording after 8pm.** Please keep "LOUD" live tracking during legal noise ordinance hours (8am – 8pm).
- BP is a no-smoking facility. This includes the burning of incense and other smoke inducing materials. All (legal) smoking should be done outside in the backyard.
- **NO parties!** This includes if you're living at the property. This is a place to get work done and be creative. Please go to a bar or somewhere else if you need to get your "party on...." You're in Hollywood!
- Do not play loud music or make excessive noise in the backyard. Best to keep it on headphones and micro speakers if needed.

General Policies

- No food or drinks on or near the console or any gear. Please treat all gear with respect and care.
- Do not put paper towels or wet wipes in toilets. The bathroom is built to handle toilet paper only.
- Our cleaning team will reset and tidy the studio once a week, but please do your part in keeping the studio clean.
- General rule of thumb... You break it, you buy it... AND, please be mindful...

Sessions / Parking

- **Session days shall not exceed 12 working hours.** If necessary, overtime can be discussed when needed and agreed to in advance. **Recommended session times: 10am - 10pm.** Mixing + vocal tracking after hours is not an issue as long as you are mindful of the playback volume in the control room.
- Studio rental includes a BP assistant. It's important to notify us of your specific session needs beforehand. This includes mic setups, DAW requirements and general technical specifications you may require as well as a general idea of what needs to be accomplished during the sessions. **If you do not notify us in advance of your needs, BP is not responsible for delays in your session startup time.**
- There is no in-house engineer, however, we can recommend someone if needed. We do have an assistant on staff to help with signal flow, session prep and tear down, running errands, and other various needs.
- **Rentals:** We have a great collection of gear and backline, which comes with the studio. If you require any additional gear or backline, please notify us in advance and the studio will gladly arrange pickup or delivery and drop off, however, full payment for the rental will be required from the client up front.
- For clients living at the studio, please know it's our policy to lock the studio during session downtime. Only occupants agreed ahead of time are allowed to live in the studio or stay overnight. This will be prearranged with management.
- We have two off street parking spots, and two guest street parking permits. **Street cleaning days are Mondays and Tuesdays!** There is plenty of street parking, however, **be alert and read all parking signs or you will get a ticket.** BP is not responsible for parking tickets.

Computer / Drives

- Please use your own Master and Backup drives. BP's internal drives are for the use of "in-house" BP engineers and producers ONLY. We cannot be held responsible for your files accidentally put on BP's computer. Any files on BP's internal drives will be erased after the session ends. It's your responsibility to maintain your own masters and backups.
- Do not open other artist sessions if they are on BP's internal drives.
- Downloading, storing or distributing illegal software of any kind is strictly prohibited on BP's computers and networks. We cannot run the risk of being sued for such activities and will pass any info to authorities if it can be proved to have happened during a particular session. These activities can be traced folks so please be cool.
- BP follows a strict COD (cash on delivery) rule. We retain the right to hold Master and Backup drives until payment has been transacted in full. Sorry, we do not accept other payment terms (see official Payment terms below). In order to keep our rates affordable we need to hold firm to this rule. This includes everyone. Yes, even the big guys. ;)

Payment / Booking

In order to reserve your session dates, client must pay a 50% deposit of the total fee plus a \$2,500 security deposit no later than 2 weeks before the session start date. If session is booked less than 2 weeks prior to start date, the 50% deposit is due upon booking confirmation. Clients will not have access to the studio if no funds are received. We will invoice you with all necessary payment information.

Client must pay remaining balance in full by the completion of the final session date.

Security deposit will be released no more than three days after session completion.

You are responsible for all monies due to the studio and shall make payment to the studio with check. No media will be turned over to you until full payment is made.

Cancellation Fee

Cancellations after 48 hours forfeit the 50% deposit unless we can rebook your time. You will then receive a refund of your deposit for any portion of time that we are able to rebook. Security deposit (\$2,500) will be returned regardless.

Responsibility

The person responsible for paying for studio time 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.

Termination of Sessions

We trust that our clients will treat the BP space with respect. However, in the interest of protecting the space, the studio has the right to terminate any session based on client's failure to abide by studio policies. Immediate payment will be due for all time used up to session termination date.

THANKS FOR RECORDING AT BEACHWOOD PARK!

If there are any questions or concerns please contact us at:

BP Assistant: Colby Garabedian / colbyg723@gmail.com

Billing Inquiries: Kelly Tanaka / ktanaka@ksco.net

More Information at BeachwoodParkRecording.com