



Studio Policy & Release Agreement

ARK Recording Studio (**ARK**) is a privately owned and operated recording studio that specializes in Christian/inspirational music production. At ARK, we are not only interested in producing your music; we are committed to providing a professional production environment that facilitates excellence in music production in a creative, comfortable, and affordable working environment.

Studio Tours

ARK schedules studio tours to familiarize new clients to the capabilities of the studio and to initiate the first preproduction meeting to discuss the future project. Since we recognize that this may not be feasible for international clients, or clients residing outside of the Baltimore-Washington area, we will schedule additional time to discuss the capabilities of the studio and to discuss all relevant production details.

Time Management

The session clock begins at the agreed upon scheduled start-time and applies to session musicians, vocalists, and any other production personnel working on the project. Early arrivals may be accommodated based on studio availability. The session clock is active during all production related activities; including equipment setup, tuning, configuration, rehearsal, tracking, media transfer, and teardown.

Studio Rates

ARK offers very competitive rates that are published on www.arkrecordingstudio.com. In addition to our competitive rates, we also offer discounted recording packages based on the number of songs determined to be ready for production. Each recording package includes the use of all professional recording equipment; including microphones, pre-amplifiers, and outboard gear. Rental of musical instruments, and the delivery of JoDah Music Production Services are available at an additional cost on a per service basis. JoDah Music Production Services include music composition, music arranging, MIDI sequencing and editing services. Instrument rentals are described below.

Instrument Rental

ARK provides a “one-stop” recording environment that is outfitted with some of the finest musical instruments available. We provide access to our musical instruments (both physical and virtual) at a nominal fee to offset associated maintenance and licensing costs. Musical instruments include our Hammond C2 organ, Pearl Masters drums, Yamaha & Roland music workstations, Hollywood Strings library, Hollywood Brass library, Hollywood Symphonic Orchestra library, and the Roland V-Piano stage piano.

Payment Processing

ARK accepts all major credit cards through our online processing system with a low credit card transaction fee of 3%. We also accept cash and checks at no additional charge. In the unlikely event that checks are returned for insufficient funds, Client agrees to be charged standard bank service rates for all returned checks. Additionally, if the Client abandons the project with an outstanding balance, Client agrees to be responsible for any legal and/or administrative fees accrued at a monthly interest charge of 1.5%.

Cancellation Policy

ARK understands that “things happen”, and that the Client may sometimes need to cancel a session. In these rare occasions, the Client is responsible to notify us at least 2 days prior to your scheduled session to avoid cancellations fees. Cancellations that occur less than 24 hours of the scheduled session time will be billed a minimum of 50% of the time reserved.



Indemnification

The Client affirms that they are the rightful owner or assignee of all material produced and agrees to indemnify and hold harmless ARK Recording Studio, its officers, agents, and engineers, with respect to any claim, action, cost, or judgment relating to copyright violation resulting from work produced at the studio.

Liability

Given the sensitivity and precise calibration of our studio equipment, only ARK personnel are authorized to make adjustments or connections within the studio. Client agrees that if studio equipment is damaged by anyone within his or her group due to negligence, accident, theft, or willful act, the Client will be responsible for its repair by a certified technician. If repair is not possible, Client will be responsible for the replacement of the damaged item.

Media Release

ARK uses social media as part of its outreach and social engagement strategy. Client agrees to have ARK take digital photos and/or short recordings during the session, and that the name, likeness, and identities of individuals within the group may be revealed through descriptive text or commentary. Client understands that there will be no financial or other remuneration provided, either for initial or subsequent transmission or playback, and that ARK is not responsible for any expense or liability incurred through its social outreach.

House Rules

The following guidelines are to be adhered to at all times:

- Limit attendance to only those essential to the session
- Food and drink may be brought into the facility but must only be consumed in the dining area.
 - No food or drink is allowed near studio equipment of any kind
 - Trash is to be placed in the provided trash bins located in designated eating areas
- No alcoholic drinks
- No smoking or illegal drugs
- No firearms
- No profanity

ARK reserves the right to cancel a session and refuse future service if Client disregards these guidelines.

Agreement

Client confirms that these terms and conditions have been shared with all members of their group.

Date:		Client:		
Address 1:				
Address 2:		City:	State:	Zip:
Signature:	Printed Name:			