

~ Clover Mountain Sound ~

602-758-0787 or clovermountainsound@hotmail.com

Thank you for choosing Clover Mountain Sound studios - Arizona's choice for multimedia production. In this Mutual Agreement you'll find our policies and client expectations, along with what you can expect from us. Please read below for details on how to prepare for an audio or video project, studio etiquette, and the fine print.

Preparing for an audio session

- 1) We ask that you provide us with the following information: name and contact info (including address), style of music, instrumentation, who will be attending the session and their role, how many songs you want to record, and your goals for the project along with any special requests.
- 2) If possible we'd like a sample of what you want to record. This can be of any format and quality, but will serve to give us a better idea of what the project entails and how we should prepare for it. This isn't mandatory - after all, you're coming to us to record your music, right!
- 3) Bring any and all equipment that you will need to perform your parts (i.e. guitars, pedals, amplifiers, keyboards, drums). We have equipment available for use (fees may apply), but you are expected to bring your own unless other arrangements have been discussed.
- 4) Vocalists should bring their necessary music. Voice-over artists should bring the backing tracks. And, R&B/Hip-Hop artists must bring the beats you plan to use.
- 5) **Please make sure everyone is well rehearsed.** In the studio, time is money and the more time that is spent rehearsing a part that you should already have down will end up costing you more.

Preparing for a video project

- 1) We ask that you provide us with the following information: name and contact info (including address), a description of the material and its current format, what you wish to have completed, and any other details you feel are important about the project.
- 2) Bring all materials (including source player if requested) at scheduled time. A \$50 deposit will be required at the start of the project (if you scheduled more than 7 days in advance you may be required to pay the deposit at the time of scheduling).
- 3) We'll give you an estimate of how long it will take to complete the project. When finished the remaining balance must be paid in full before any masters or completed work leave the studio. All original source material will be returned at this time. Any materials left behind for more than 60 days will be subject to a \$30 storage fee, and will be destroyed after 90 days.

Studio Etiquette

- 1) It's very important that everyone arrives on time, comes prepared, and is ready to work. Otherwise, valuable time and money can be wasted in our efforts to reach your sonic goal.
- 2) Please remember that while this is supposed to be a fun and exciting experience it's important that everyone be as professional as possible and stay on task.
- 3) We recommend everyone attend the first session, but in later sessions it tends to be more productive if only the people who are performing that day attend (i.e. the whole band doesn't need to be here just so two people can record their parts).
- 4) Please do not bring outside or uninvolved guests to the sessions.
- 5) Be respectful of any and all property owned by Clover Mountain Sound. If you break it, you bought it.
- 6) Please do not enter into any areas of the facility that you've not been authorized to do so.
- 7) Please do not bring food or drink (water is ok) into the recording areas.
- 8) Please do not give out the address or directions to Clover Mountain Sound. A phone number and our email address are sufficient for a referral.

The Fine Print

- 1) Clover Mountain Sound, hereafter referred to as the studio, reserves the right to refuse service to anyone or any project it deems offensive. We don't believe in censorship of any kind and will fight for your right to say whatever you want to say, however there are some things that even we don't want to have to watch or listen to (i.e. extremely profane, violent, or offensive lyrics or imagery).
- 2) Rates for the studio are based on 1 hour intervals for the first hour and 15 minute intervals thereafter. All session times will be rounded up to the nearest ¼-hour. There is a 1 hour minimum, and time may be scheduled by the hour or hours as needed. All scheduled times must be adhered to and will be charged for except time outs and breaks authorized by the engineer. All rates are subject to change without notice.
- 3) Payments for all services are to be paid at the end of every session. All payments are to be paid in cash or company check drawn on a US bank account. Credit will not be extended unless approved by the studio with a written and signed agreement between the studio and the client. If any property belonging to the studio is damaged in any way by the client, the client agrees to pay any and all repair costs up to and including full replacement of the property. No finished product will be permitted to leave the studio until that account is paid in full including any repair or replacement costs.
- 4) Studio time may be schedule in advance for up to 3 months, however a deposit will be required to reserve time scheduled more than 7 days in advance. All deposits will be credited toward recording time. Deposits will not be refunded. The required deposit will be equal to 50 percent of the cost of the time being reserved. Studio time scheduled less than 7 days in advance will not require a deposit.
- 5) Except for pre approved setup time, studio time will begin as scheduled even if the client is not present. If the client is not present within 30 minutes of the scheduled start time the client will be considered a no-show. All no-shows will be required to pay a deposit to schedule any future sessions or projects. No deposits will be refunded for no-shows. Cancellation of studio time must be within 4 days of the session or the client will be considered a no-show and a deposit will be required for any future sessions or projects. A session may be extended beyond its scheduled time if no other session has been booked for that time
- 6) All projects require the designation of a producer who will be responsible for and who will have final say over the project's matters. Any other key appointments of personnel must also be conveyed to the engineer. Unless otherwise stated, the studio reserves the right to use all or a portion of any project to promote the studio. All audio projects left inactive for more than 120 days will be subject to a \$50 storage fee and \$10 per month thereafter. Unless a written and signed agreement has been made between the studio and the client all materials will be destroyed after 180 days.

By signing this document I acknowledge that I have read this agreement and agree to abide by the terms outlined within.

Printed Name

Date

Signature