

**LABORATORY
STUDIO**

STUDIO HIRE INFORMATION
UPDATED MAY 2020

LABORATORY STUDIO
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Coronavirus Procedures

The Laboratory Studio have modified our standard terms and conditions to ensure as much client flexibility as possible. Please note that all of the below terms & guidelines are subject to government advice, please contact us directly with any questions you may have.

We hope that clients booking with us will have confidence that we are doing everything possible to ensure a safe working environment.

The following sections outline how we are working as a business to offer confidence to clients booking with us, measures we have taken include, no cancellation fees, flexible hours with an extended ten hour day offered as standard and competitive rates for set build and pre light days.

Our studio is deep cleaned both before and after each shoot with regular sterilisation of contact points throughout the day, we also provide basic ppe and additional hand washing facilities.

It is possible to recce the studio via video link and for previous clients we can offer contact free access, a full Covid-19 risk assessment is also available on request.

We also list guidelines that we expect clients to adhere to during their shoot with us.

We of course continue to offer a beautiful and flexible open plan space full of character that can be set up to the clients configuration.

If you have any questions do to get in touch.

The Laboratory

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The Laboratory Studio is a 2600 sq-ft open plan studio set in a beautifully restored former Tram depot in Clapton, East London.

Main features include:

- Open plan design
- Flexible layout
- An original and unique stone floor
- Stripped wooden beams
- Concrete and fresh plaster feature walls
- Large white brick shoot wall
- 18ft high ceiling
- Vintage furniture
- 600 sq-ft Mezzanine
- Large kitchen
- Two bathrooms and walk in shower

New for 2020, our 600 sq-ft mezzanine floor is designed with flexibility in mind, the area can be used for production, lunch during shoots or as a client viewing area and features two large bespoke studio tables, seating and a vintage sofa area, with access to office facilities.

We have two exquisite bathrooms, a walk in shower room, large kitchen area with range oven, and a hair and makeup station.

A multi-purpose studio that can be transformed to suit your production, it is ideal for clients looking for a setting that will give them the freedom and the creativity to customise, personalise and really make the space their own and is the ideal location for set builds, events, commercials, music videos and fashion shoots.

The studio is located on the ground floor with very easy access for loading and unloading, and we are a short walk from Clapton overground station and various local bus routes with many beautiful local cafés and deli's nearby.

The Laboratory can of course take care of any catering requirements that you may have and all of our vintage furniture is free to use in shoots.

We can also provide additional studio/green room space through our friendly neighbours should your production require.

LABORATORY STUDIO

STUDIO IMAGES



**LABORATORY
STUDIO**



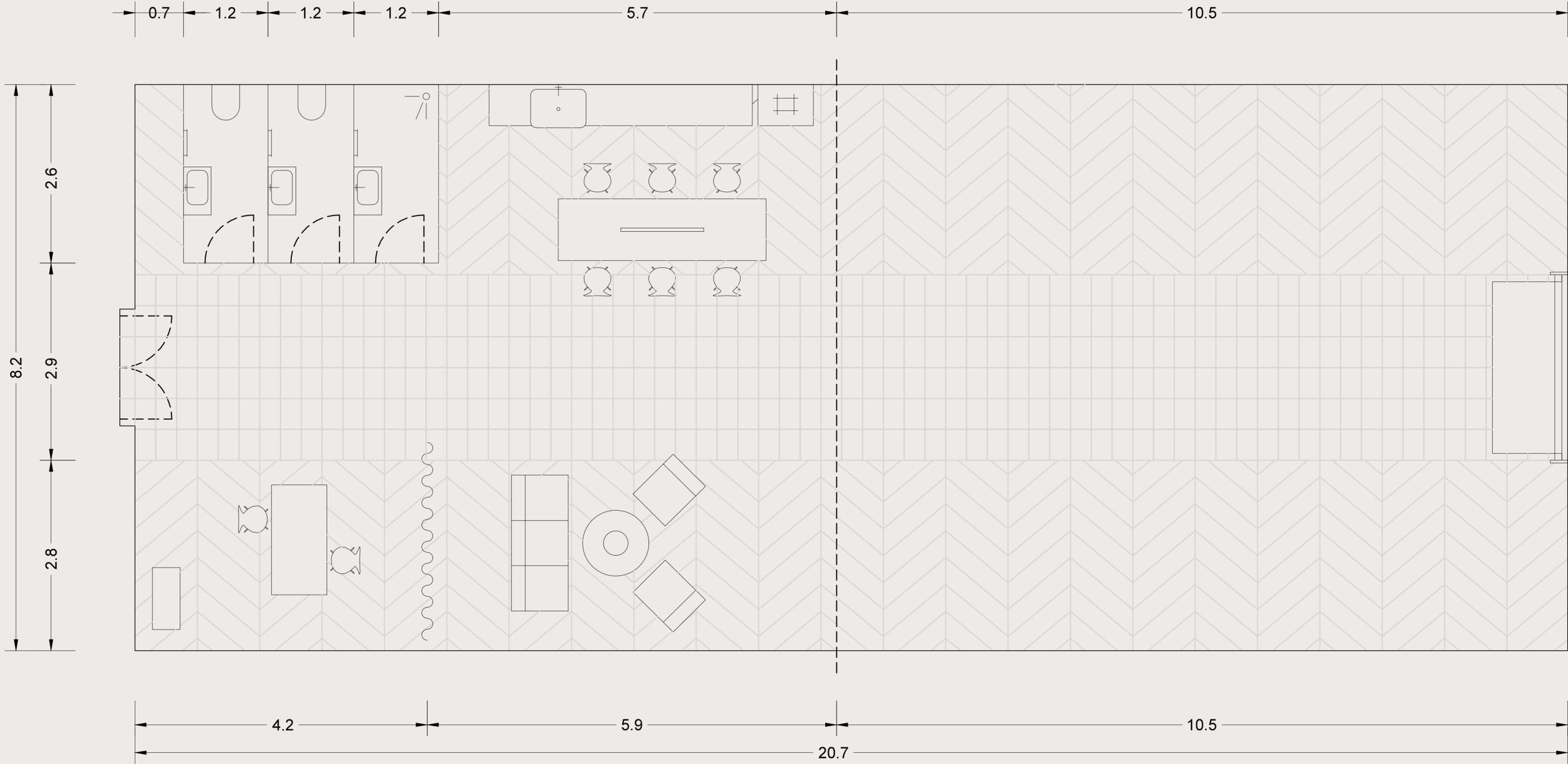


- 2600 sq-ft
- 18 ft ceiling height
- Open plan design
- Original and unique stone floor
- Wooden beams
- Original concrete feature walls
- 600 sq-ft open plan mezzanine including sofa, studio tables and office facilities
- Two bathrooms with fresh plaster finish and Scandinavian/Japanese fittings
- Minimal white tiled walk-in shower room
- Make-up station
- Vintage furniture [included in hire]
- Large open plan kitchen with range oven
- Free filter coffee and speciality teas
- Catering options on request
- Ground floor access
- Unloading directly outside entrance
- Single phase power
- Free high speed Wi-Fi
- Sonos wireless sound system
- Free clothes rails, steamer and hangers
- Background support system
- Dramatic daylight
- Full blackout available [on request]



**LABORATORY
STUDIO**

FLOOR PLAN



Is parking available?

There is no reserved parking on site, parking is on a first come first served basis, there is paid parking in the local area, with free on street parking after 11 am. We recommend the justpark app for parking in the local area

Can we order catering through The Laboratory?

The Laboratory works with some great catering partners who can take care of anything you require, please contact us for their latest menus.

What are the local transport options?

Clapton overground station is a three minute walk, Rectory road and Hackney central/ Downs are a 15 minute walk away.
There are numerous buses within a short walk of the studio for transport to East, South and Central London.

How early/late can we access the space?

Our Standard day is from 09:00 - 18:00 seven days a week, if you require earlier/late access to the studio this can be arranged in advance for an additional overtime fee. The studio can be made available 24 hours a day should you require

Do you offer lighting hire

We do not hire Lighting equipment, we recommend Pro Lighting for all your equipment requirements.

Do you have a steamer/rails/hangers?

The Laboratory provides a steamer, rail(s) and wooden hangers free of charge.

How do we book The Laboratory and what are your rates?

All bookings require payment to be completed in advance (or for clients with an account) an invoice issued, to confirm the hire of The Laboratory for dates requested. Any extra

charges (overtime) will be invoiced after the booking is completed.
You will also need to agree to our terms and conditions and provide insurance details (if requested)

Can we have equipment/props delivered before or collected after the shoot?

We are happy to accept any deliveries and collections outside of the hire time, all items left overnight are left at the clients own risk.
There may be occasions where this may not be possible due to an existing booking, we will always try to accommodate where possible.

Do you stock Coloramas?

We have a small selection of coloramas that are free to use during your shoot, ask in advance for availability, we also have a background system in place should you wish to use it.
Coloramas can be purchased for the client - please get in touch to discuss this with us.
We also hold a selection of fabrics that are again free to use.

Do you have props and furniture available for hire?

All of the furniture and props in the studio are free for use during the duration of your shoot, any items that are damaged or misused will be charged as per our T&Cs. We work with a lovely vintage furniture dealer should you require further furniture and props, contact us for details.

Can we attach items or equipment to the walls/beams or paint the walls?

We are happy for you to hang items from the beams and walls and to paint the white brick walls, please discuss before your shoot to check what is possible.
The studio should be returned to its original condition at the end of your booking and an additional fee may be charged for this.

Do we need to take rubbish with us?

We encourage clients to take rubbish and especially packaging materials with them, we operate a zero waste policy and encourage clients to adhere to this.

LABORATORY STUDIO

Is it possible to blackout the studio?

Yes we offer full blackout of the space, please contact before your shoot as it is less time consuming to arrange prior to the commencement of your shoot, though it can be done selectively on the day should your shoot require.

What are your rates?

As each shoot is unique we do not advertise our rates. Our rates depend on the purpose and scope of your shoot, taking into account power usage and crew size, we are competitively priced so contact us to discuss your shoot and to receive a full quote

Do you charge overtime?

Yes we charge overtime at a rate of 20% of the quoted hire fee per hour, though we are flexible with this.

Can we pencil/option the studio?

We are happy to offer options/pencils but please note that bookings are confirmed only once payment is received or an invoice issued.



Textures

Air China
Anthropologie
John Lewis
French Connection
Facebook
Lego
Home & Garden
House & Garden
Sunday times
NME
UEFA
Toast
Matches Fashion
Asos
Nike
Clarks
Ladbible
Paddy Power
MTV
Bacardi
Bombay Sapphire
Sony
BBC
Channel 4
Harrods



Furniture examples

I. Definitions

In these conditions the following expressions have the following meanings:

“TPRL” The Photographic Research Laboratory Ltd Company or any servant or employee of such a person, firm, or company.

“Services” shall include all studio space location facilities.

“Equipment” shall include all fixtures and other materials provided by TPRL or by its nominated sub-contractors.

“Studios” the premises of TPRL for the time being where the services and equipment are provided.

II. General

1. TPRL will insure the Studio and the Equipment against all normal insurable risks but not further or otherwise. The Customer must effect its own insurance cover against consequential loss of profit and other Risks and must effect its own cover against loss damage or theft of any of its own equipment brought onto the premises. Under no circumstances will TPRL entertain any claims arising out of any failure of the Customer to effect its own insurance cover.
2. These Conditions constitute the entire contract and may not be varied otherwise than in writing signed by a duly authorised signatory on behalf of TPRL.
3. Full details of the TPRL services and charge rates are set out in the TPRL Price List which may be varied by TPRL without notice and is available on request.
4. Nothing in these Conditions is intended to exclude restrict or modify liability on the part of TPRL resulting from negligence or otherwise unless permitted by Statute.

III. Studio Hire

1. The Studio is available for daily use between 0900 and 1800. Use outside these hours shall be charged at the published overtime rates of 20% of standard rate per hour, unless previously agreed in writing by TPRL. See X. FOR COVID APPENDED CLAUSES
2. The Studio may be provisionally booked by telephone or email and the booking should be confirmed within 24 hours. Any confirmed bookings cancelled will be billed at the full rate plus any costs incurred by TPRL by way of expenses. The Customer will receive credit against such cancellation charges if the Studio is re-booked to another customer. This does not apply to Event/Private events, which once confirmed have to be paid for in full. See X. FOR COVID APPENDED CLAUSES
3. Bookings may only be extended with the prior consent of TPRL.
4. The Customer must observe all regulations governing the use of the Studio and of any Equipment and services whether imposed by TPRL or by any statutory body or Local Authority.
5. The Studio is available for the exclusive use of the Customer named in the booking and

the Customer is not permitted to sub-contract sub-let or otherwise permit any third party to utilise the Studio without the prior written consent of TPRL.

6. The Customer is financially responsible for any loss or damage occurring to the Equipment or the Studio and contents caused by or arising from the Customer use thereof or by any servant agent employee or sub-contractor of the Customer.
7. Any materials used in connection with sets constructed by the Customer shall be forthwith removed from the Studio at the end of the hire period at the expense of the Customer.
8. No alterations decorations or additions to the Studio are permitted without the prior consent of TPRL and at the end of the hire period the Studio must be returned in the same condition that it was in at the start of the hire period. Any costs incurred by TPRL arising out of any breach of this Condition shall be paid by the Customer.

IV. Hire of Services and Equipment

1. All Equipment and services are supplied by TPRL entirely at the risk of the Customer. TPRL shall not be liable for loss or damage of any kind to material or props or equipment entrusted to it however caused including consequential loss and loss of profit.
2. All Equipment supplied to the Customer is in good and working condition. The Customer must notify TPRL at the time of supply if the condition of the Equipment is not acceptable.
3. In no circumstances shall TPRL be liable for any transport cost or for any loss or damage including consequential loss or damage however caused arising out of the use or the inability to use the Equipment supplied or agreed to be supplied.
4. The Customer may not without the written consent of TPRL:
 - (i) Remove the equipment from the Studio premises; or
 - (ii) modify or alter or tamper with the Equipment in any way; nor
 - (iii) use the Equipment in a manner not recommended by the Manufacturer; nor
 - (iv) allow or suffer the Equipment to be used by any untrained or unauthorised personnel; nor
 - (v) part with possession sell pledge encumber or suffer any lien to be created on the Equipment.
5. TPRL shall not be liable for any loss or damage howsoever arising out of any statement advice instruction or any other representation given or made by any servant of TPRL or any other person whose services are supplied to the Customer.
6. The hire period for services or Equipment cannot be extended otherwise than with the consent of TPRL.
7. Equipment must be returned promptly at the end of the hire period in good condition (save for fair wear and tear). The Customer shall pay or compensate TPRL for the

replacement value of lost or damaged Equipment or in respect of any cancellation or variation of any order or failure to return the Equipment on time.

8. Bookings and cancellations must be made in accordance with the Conditions 2 and 3 of Paragraph II above.

V. Payment and Additional Charges

1. Unless otherwise agreed in writing all transactions will be settled in full before the commencement of the hire period via BACS Transfer/Card or cash payment. Authorised account holders must settle accounts within 30 days of the date of invoice.

Any invoice queries must be raised within 30 days of the date of invoice.

2. Overdue accounts will accrue 'statutory interest' - this is 8% plus the Bank of England base rate for business to business transactions.

3. The hire charge commences when the Studio and/or Equipment is made available to the Customer whichever is the earlier and terminates when the Studio and/or Equipment is surrendered or returned to TPRL. TPRL reserves the right to make an additional hourly labour charge to cover any costs incurred by TPRL pursuant to condition 9 paragraph III above.

4. Any additional Equipment, services, staff or modifications to the Confirmation of Booking shall be billed to and paid for by the Customer.

5. At the end of the hire period the Customer may be charged at the discretion of TPRL an additional rental where the Studio or any item of Equipment is delivered to or returned to TPRL in a bad or damaged condition so as to preclude use or hire of the said Studio or Equipment.

6. Where TPRL is required to place a security deposit with any third party for the hire of any item of equipment such deposit shall be paid to TPRL by the Customer when the booking is made.

VI. Exclusions of Liability

Subject as herein before mentioned TPRL shall not be liable to the Customer for any loss damage expense liability or for any consequential loss (including loss of profit) whatsoever or howsoever arising out of or in connection with any of the following:

(a) any damage to or loss of property by the Customer or the Customers servants or agents or any third party.

(b) any breakdown stoppage or failure of the facilities and Equipment provided in the Studio or any other Equipment supplied to the Customer by TPRL. (c) any death or injury occasioned to any Customer or servant or agent of any Customer occasioned by the use of the Studio or any Equipment unless such death or injury is directly attributable to the negligence of TPRL or the servants or agents of TPRL.

(d) for any fines and/legal costs incurred by TPRL or the Customer for any activity

connected with the hire of the Studio or Equipment.

(e) any failure on the part of TPRL to comply with its obligations to the Customer due to any circumstances beyond the control of TPRL.

VII. Indemnity

The Customer shall at all times keep TPRL indemnified against all actions proceedings costs charges claims expenses and demands whatsoever which may be made or brought against TPRL or the servants or agents of TPRL by any third party in respect of any alleged injury loss damage or expense arising out of or in connection with the use of the Studio or Equipment or services supplied by TPRL even where such injury loss damage or expense is caused wholly or in part by the negligence or breach of contract of TPRL its directors servants or agents save in respect of any death or personal injury caused by the negligence of TPRL as aforesaid.

VIII. Termination

TPRL may summarily terminate any hire contract with the Customer upon the happening of any of the following events:

(a) if the Customer shall fail to pay any of the monies due to TPRL or dishonour any cheque paid to it; or

(b) if the Customer enters into liquidation (other than for the purposes of amalgamation or reconstruction) or shall have a Receiver of its assets appointed or being an individual shall be declared bankrupt or having a Receiving order made against them; or

(c) if the Customer shall be in breach of any of the terms of these Conditions and any such termination shall be without prejudice to any rights accrued to TPRL against the Customer prior to the date of termination.

IX. Applicable Law

These Conditions shall be read and construed in accordance with the Laws of England.

X. Covid clauses

X.1 No Cancellation fees for hires cancelled due to covid-19 related events

X.2 Where any hires have been paid for in advance a credit will be offered for future date(s) dependent on availability

X.3 Full payment is required for all completed shoots within 7 days of completion - account holders and those with specific payment terms should contact us directly prior to booking confirmation to discuss what terms we are able to offer at this time.

Please note that all of the below terms & guidelines are subject to government advice, please contact us directly with any questions you may have

Terms & Conditions - Addendum

1. Cancellations fees

In the event that your shoot/event has to be cancelled at the last moment due to Covid-19 circumstances beyond your control we will forego our standard cancellation fees on condition that you wish to rearrange your production at a later date and we will endeavour to accommodate rearranged dates as much as possible, dependent on current availability.

2. Deposits

We no longer require deposits for events - for events full payment should be made on the day of event at the latest.

3. Credits

All credits for shoots/events that have been paid for in advance will be held for a maximum of six months from time of cancellation.

4. Payment

Full payment is required for all completed shoots within 7 days of completion - account holders and those with specific payment terms should contact us directly prior to booking confirmation to discuss what terms we are able to offer at this time.

5. Payment method

Laboratory studio can now accept credit card payments on the day of the shoot/event and we highly encourage this method of payment.

Pre shoot/event policies & guidance

1. A Call sheet is required for all bookings including email address and phone number of all crew, talent and clients that will be attending on the day(s).

2. Confirmed payment terms are required before commencement of shoot, details of which can be provided on the Laboratory Studio booking form that will be emailed during booking process.

3. A completed and signed booking form is required for all shoots/events with full contact name, email & phone number.

4. Hours

Extended hours and flexible start/finish times are available. Our standard day (originally 9am - 6pm) has now been extended to either 8am - 6pm or 9am - 7pm at no extra cost, any hours outside of this will be charged at our standard rate of 20% of the hire rate.

5. Deliveries/Collections

Deliveries of products/lighting can be made the day/evening prior to shoot dependent on availability - alternatively, deliveries can be made one hour before start time to limit contact with delivery drivers. We are happy to load kit/product into studio whilst adhering to ppe and social distancing guidelines.

Post shoot collections can be made up to one hour post shoot or next day dependent on availability.

Pre shoot/event policies

6. Please adhere to the 2m distancing rule when visiting the studio for recces, alternatively video recces are now available, contact to arrange a time.
7. We highly encourage Pre-light/set-build/set-dress etc, to be undertaken separately by one crew at a time where possible and we can offer competitive rates for multiple days to enable this.
8. A Laboratory studio Covid-19 risk assessment is available on request
9. Contact free access is available for previous clients, please contact us to discuss this option.

Shoot day policies

1. Only those clients, crew & models listed on the submitted call sheet will be allowed access to the studio.
2. No visitors are allowed during shoot.
3. Please ensure that any deliveries expected during the time of shoot are provided with a main contact number to call to limit contact.
4. We encourage you to stagger call times where possible to avoid congestion.
5. Laboratory studio will provide additional hand sanitizer on entrance please ensure all crew/clients and models wash and dry hands thoroughly on arrival.
6. We offer high speed Wi-Fi for free - we would encourage clients to use video conferencing where possible for client/agency sign off.
7. All crew to adhere to any safety guidelines or notices that are issued by the studio on the day of your production.
8. Basic PPE will be provided but we encourage all productions to provide crew/clients/models with their own.
9. A person within the team must be allocated on set to be responsible for monitoring covid-19 related matters whether that is a health and safety officer hired by production or a nominated crew member.

Shoot day policies

10. Appropriate PPE must be worn if breaking the 2m social distancing rule around camera or anywhere else on or off set.
11. All equipment hire facilities should have their own risk assessments and health and safety practices and a copy should be provided to the studio on confirmation of booking.
12. We suggest that it is advisable to stagger times of eating to minimise numbers congregating together in any one area, we have a large open plan mezzanine that can be set up for lunch.
13. Disposable and recyclable plates and cutlery are provided along with cups and glasses.
14. Laboratory studio provides free tea and coffee facilities but wherever possible crew/clients should be asked to supply their own hot and cold drinks to limit contamination.
15. Individuals on the shoot should be contacted subsequently by shoot producer in the event that fellow workers/talent are found to have contracted Covid-19 within the two weeks following the shoot and this should be communicated to studio promptly.
16. Crews should be encouraged to avoid sharing hand tools and personal property (mobile phones, pens, scissors, laptops etc.). Crew must be responsible for the safety and sanitisation of their own items.
17. A separate covered bin will be provided for safe and immediate disposal of tissues and PPE.
18. All packaging and rubbish should be taken away at the end of the shoot, the studio has a large commercial bin for general waste for clients to use, all packaging should be taken away to limit double handling.
19. Deep cleaning of studio space including all contact points will be conducted pre/post

shoot

20. Laboratory studio is comprehensively covered with it's own public liability insurance, we encourage larger productions to provide their own where applicable and Laboratory Studio reserves the right to request this on booking.

If you have any concerns please do not hesitate to contact us to discuss further and to see how we may be able to help.

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