

Vizzcast Studio Information and Terms of Agreement

Thank you for booking Vizzcast Studios.

This document outlines important studio access information, operational policies, equipment usage terms, additional fees, safety procedures, and booking conditions applicable to your production.

Please review this document carefully prior to your booking date.

For future productions, you are also welcome to book directly with us at bookings@vizzcast.com. Direct bookings generally offer better rates than online booking platforms.

Quick Reference

- Studio Location, Access & Contact Information
- Wi-Fi, iPad & Printer Access
- Lobby Hours, Freight Elevator & Building Access
- Studio Guidelines & House Rules
- Studio Usage Policy
- Equipment Usage & Rental Terms
- Audio, Music & Air Conditioning
- Additional Fees, Overtime & Cancellation Policy
- Setup, Pack Down & Cleaning Requirements
- Lighting & Sound Control
- Damage, Liability & Safety Information
- Insurance & Certificate of Insurance (COI)
- Internet Access & 2 Gbps High-Speed Fiber Upgrade

By accessing or using the studio, the client agrees to the terms, policies, fees, and conditions outlined within this document and any applicable booking platform agreement.

Location

Level 3
146 W 29th St, Suite 3W
New York, NY 10001

Map: <https://share.google/zHx97uByefxXjwOU0>

Contact

Stephen Greaves
+1 347 922 3836
Please call or message with any questions or issues.

Access

- This is a self-access booking. No staff will be on site during your booking.
 - Vizzcast office door code: **9334**
 - An after-hours access fob is provided with the welcome instructions. Please return it before you leave. See Lobby Hours below for details.
 - Please ensure the studio door is securely closed whenever entering or exiting the space.
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WiFi & Devices

- **WiFi Network**
User: Vizzcast_Guest **Password:** VizzcastGuest!
 - **Devices**
iPad password: 123456
The iPad is located near the main entrance, behind the welcome instructions, or charging on the desk. It can be used to control the studio lighting and music through Sonos.
 - **Printer**
The printer “Canon MF460 II Series” should appear automatically on the network as a Bonjour multifunction printer. You may need to download printer drivers on your laptop.
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Lobby Hours & Freight Elevator

- The building entrance unlocks daily at 7:00 am. The lobby is staffed Monday to Friday, 8:00 am – 7:00 pm, and Saturday/Sunday, 9:00 am – 4:00 pm, excluding public holidays.
 - If you leave the building after 7:00 pm, the main entrance door may lock behind you. If you need to return later, please ensure someone remains inside the building to let you back in, or take the building access fob with you. Before you leave, please return the fob to the plastic holder with the welcome instructions.
 - If you are bringing a handcart, trolley, or rolling equipment, the freight elevator must be used during freight operating hours. The freight entrance is located just to the left of the main building entrance. Press the buzzer and an elevator attendant will assist you. Inform them you are going to Vizzcast, Suite 3W.
 - Upon exiting the freight elevator, turn right. The studio is the first door on the left.
 - The freight elevator operates Monday to Friday, 7:00 am – 5:45 pm. All load-in and load-out using carts, trolleys, or rolling cases should take place during these hours.
 - The building staff are generally very accommodating, and exceptions may occasionally be possible. Please be courteous to staff and other building occupants at all times.
 - During freight elevator hours, all carts and rolling equipment must be transported using the freight elevator.
 - Outside of freight elevator hours, equipment should be hand carried using the passenger elevator wherever possible.
 - If you need to use a small handcart or trolley in the passenger elevator after freight hours, please exercise extreme care to avoid damage to the elevator or building interior.
 - Any damage to the building or fines issued by building management as a result of your booking will be the responsibility of the client.
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Studio Guidelines

- Please keep both the main door and glass door closed at all times to maintain proper sound isolation.
- The far-left lower window in studio one may be opened if required. Air conditioning is available in all studios.
- The studio is provided as configured. No additional lighting, grip, or equipment is to be used without prior approval. Any unauthorized use will be billed accordingly.
- Sound plugs installed in the windows must not be removed under any circumstances. These are heavy, fixed acoustic elements. Any damage to sound plugs or windows will be charged in full.
- Please do not eat meals or lunch on the main set in studio one. Water, coffee, and light beverages for interviews or talent are permitted.
- Please also keep feet off all furniture, sofas, chairs, and set pieces at all times.
- Cleaning Fee may be applied if these policies are violated or if the studio requires additional cleaning beyond standard reset conditions.

Studio Usage

- Your booking may be for a single studio or for the entire Vizzcast facility. The policies below apply only to clients who have booked a single studio.
- If you have booked the entire studio, you are welcome to film and use all studios and common areas included in your booking.
- While single studio bookings include access to shared common areas such as the kitchen, bathrooms, and lounge, filming, photography, podcast recording, or any other production activity is permitted only within the studio assigned to your booking.
- Use of additional studios for filming or production requires booking the entire studio space, unless otherwise agreed to in writing prior to your booking.
- If filming or production activity takes place in additional studios without prior approval or the appropriate booking, additional charges will apply. This policy is strictly enforced.

- We aim to keep studio rentals accessible and affordable by offering individual studio bookings for smaller productions and crews.
 - If your production requires multiple studios, holding areas, additional filming setups, or expanded production space, please book the full studio to ensure exclusive access throughout the facility.
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Equipment Usage

- The studio includes only the lighting fixtures installed within the lighting grid of your designated studio, unless otherwise agreed upon in writing.
- Any additional equipment use must be requested, approved, and paid for in advance through email or the applicable booking platform, including Peerspace, Giggster, Tagvenue, direct booking, or any other booking agreement.
- This includes, but is not limited to, microphones, microphone stands, lighting equipment, tripods, monitors, cables, grip equipment, audio equipment, camera accessories, or any other production equipment located within the studio.
- Equipment located within the studio is not available for unrestricted use unless specifically agreed upon as part of your booking.
- Clients may not search through storage areas, offices, shelves, cases, drawers, or other studio spaces for equipment or accessories during their booking.
- Any unauthorized equipment use will be billed accordingly at standard Vizzcast rental rates. This policy is strictly enforced with no exceptions.

Please refer to the Equipment PDF for available equipment and applicable rental rates.

Audio & Music

- An iPad and Sonos speakers are available for use throughout the studio. The Sonos system can be controlled using the Sonos app on the iPad or by connecting your device via Bluetooth.
 - Please keep audio at a reasonable volume and ensure music does not interfere with active recordings or neighboring studio
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Air Conditioning

- The main studio is equipped with a window air conditioner, with the controls located near the studio light switches. This unit is not on a timer and will usually be switched off when you arrive.
 - The middle studio and the rear office are each fitted with air conditioning units that are programmed to turn on at 4:00 am and off at 7:00 pm each day.
 - You are welcome to adjust the air conditioning as required during your booking. There is no need to turn the units off before departing.
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Additional Fees & Charges

- Additional equipment charges may apply. Please refer to the Equipment and Additional Add-Ons section for applicable rates.
- A 2.99% credit card processing fee applies to all credit card payments made directly to the studio. ACH bank transfer and Zelle payments do not incur any additional processing fees. We do our best to minimize all fees wherever possible; however, credit card processing fees are unfortunately unavoidable.
- Studio overtime is billed in one-hour increments after a 10-minute grace period at the conclusion of your booking. After the initial 10 minutes, a full additional hour will be charged. While we do provide a short grace period, one-hour overtime blocks are strictly enforced beyond this point.
- A \$450.00 Studio Reset Fee will be applied if furniture, set pieces, curtains, or other studio elements are not returned to their original positions, or if curtains are not properly rehung at the conclusion of your booking. It is critical that the studio is left in the same condition it was found to help ensure a smooth transition for the next production.
- A \$180.00 Cleaning Fee may be applied if rubbish is left behind, not properly bagged, not placed in the bins provided, left in the studio hallway, or if cups, mugs, dishes, or kitchen items are left unwashed. We intentionally avoid charging all guests an upfront cleaning fee as a way to minimise booking costs wherever possible. However, if the studio is not reasonably cleaned and reset after use, the cleaning fee will be applied. We would rather give guests the opportunity to save money than apply unnecessary mandatory fees to every booking.
- It is critical that all studio lighting is turned off at the conclusion of your booking. Leaving the kitchen LED lighting or small lamps near the entry area on is acceptable, however all production lighting within the overhead grid system must be powered down before departure. We have previously experienced situations where clients have left the full studio lighting grid powered on after leaving the premises. This creates both a fire risk and an unnecessary emergency call-out situation. A \$300.00 call-out fee will be charged if staff are required to return to the studio to turn off lighting left on after a booking. This policy is strictly enforced.
- If your booking runs overtime and delays another production from accessing the studio, a \$500.00 penalty fee will apply. Please ensure your booking includes adequate time for setup, filming, pack down, cleanup, and final exit from the studio to avoid impacting incoming bookings.

Studio Cancellation Policy

Full Refund

- Cancellations made within 24 hours of booking confirmation are eligible for a full refund, provided the booking start time is more than 48 hours away. **Example:** You book on Monday at 10:00 AM for a Friday studio rental and cancel Monday at 6:00 PM. A full refund will be issued.

50% Refund

- Cancellations made more than 48 hours before the booking start time are eligible for a 50% refund. **Example:** Your booking starts Friday at 10:00 AM and you cancel on Tuesday at 2:00 PM. You will receive a 50% refund.

Non-Refundable

- Cancellations made less than 48 hours before the booking start time are non-refundable. **Example:** Your booking starts Friday at 10:00 AM and you cancel on Thursday at 3:00 PM. No refund will be issued.

Processing Fees

- Credit card processing fees and third-party platform fees are non-refundable.

Setup, Timing, Pack Down & Cleaning

- All setup, filming, breakdown, packing, and cleanup must take place within your booked time slot. Your booking should account for all production activities, including lighting setup, hair and makeup, furniture resets, equipment removal, and final exit from the studio.
- Access to the studio is strictly limited to your scheduled booking time. A 10-minute grace period is provided at the conclusion of your booking to allow for final pack-up and departure. After the 10-minute grace period, an additional full hour will automatically be billed at the applicable overtime rate. This policy is strictly enforced with no exceptions. Any use of the studio outside of your confirmed booking time, whether before or after your scheduled slot, will be billed in one-hour increments.
- You are welcome to move furniture, curtains, curtain rods, and other set elements to suit your production requirements. However, all furniture, props, equipment, curtains, curtain

rods, and studio elements must be returned to their original positions before departure. Curtains may remain configured as used during the shoot, however all curtains must remain properly hanging and may not be left on the floor. A helpful recommendation is to take reference photos before moving any items so the studio can be accurately reset at the conclusion of your booking.

- Please use the bins provided and bag, remove, or consolidate all rubbish before departure. At the conclusion of your booking, all rubbish should be bagged and left in the hallway near the freight elevator. Cups, mugs, dishes, and kitchen items should be cleaned and returned to the kitchen area.
 - All studio lighting within the overhead grid system must be turned off at the conclusion of your booking. Leaving decorative LED lighting or small entry lamps on is acceptable, however all production lighting must be powered down before departure.
 - Applicable overtime, cleaning, studio reset, and call-out fees may apply if the studio is not returned in acceptable condition, including excessive rubbish left behind, furniture not returned, curtains not properly rehung, lighting left on, or delayed exit impacting another booking.
 - We aim to keep the studio streamlined, tidy, and accessible without applying unnecessary upfront cleaning fees wherever possible. With your cooperation, we can continue passing those savings on to our clients.
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Lighting and Sound Control

Lighting Control

- Two main switches control the overhead and hallway lighting. Once activated, use the three-button switch to control individual office lights.
- Grid lighting is controlled via the five-button remote located next to the main switches:
 - Buttons 1 and 2 control studio lighting
 - Button 3 controls the kitchen light
- Additional light switches are located in the kitchen area.
- Grid lighting can also be controlled via the Nanlite app on the iPad. Fixtures are labeled by number for easy identification.
- Lights may also be adjusted directly on each fixture if required.
- A ladder is available for access. Use of ladders and any overhead adjustments is at the client's own risk. Vizzcast accepts no liability for any injury or incident related to their use.

Sound Control

- The studio is not a fully isolated sound stage. As with any New York City location, some ambient noise, such as distant sirens or street activity, may be present.
 - The studios are treated to minimize external noise as much as possible:
 - Window sound plugs are installed in three studios
 - The main studio uses heavy sound blankets and thick blackout curtains
 - Acoustic panels are installed throughout the ceiling to improve sound control and recording quality
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Damage and Liability

- The client is responsible for any damage to the studio, equipment, or property caused by the client, its employees, contractors, guests, or invitees.
 - Any damage must be reported immediately so it can be assessed and repaired.
 - Each party is responsible for its own acts and omissions and agrees to indemnify and hold harmless the other party from any claims, damages, losses, or expenses arising from its own negligence or willful misconduct.
 - Vizzcast is not liable for any indirect, incidental, or consequential damages.
 - Total liability, if any, shall not exceed the total fees paid by the client for the applicable booking.
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Equipment & Safety Restrictions

- Studio infrastructure, including lighting grids, rigging, and installed acoustic treatment, is not to be adjusted or tampered with.
 - Ladders, elevated equipment, and any overhead access points are used strictly at the client's own risk. Vizzcast accepts no liability for any injury or incident related to their use.
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Insurance

- Vizzcast LLC maintains general liability insurance covering its operations and staff.
- Certain productions may require the client to maintain Commercial General Liability Insurance, including productions booked through platforms such as Peerspace, Giggster, Tagvenue, or through direct bookings. Please refer to your booking platform and ensure your production is covered by the appropriate insurance requirements prior to your booking date.
- Clients may be required to provide a valid Certificate of Insurance (COI) prior to the booking date.

The COI must list the following as additional insured:

Vizzcast LLC
146 W 29th St #3W
New York, NY 10001

Required coverage limits:

\$1,000,000 per occurrence,
\$2,000,000 aggregate

- External crew includes, but is not limited to, photographers, videographers, producers, hair and makeup artists, stylists, grip and lighting crew, assistants, freelancers, vendors, and any other production personnel not directly employed by Vizzcast.
 - Platform-provided insurance or protection plans offered through Peerspace, Giggster, Tagvenue, or similar booking services may not fully cover all productions, activities, equipment, personnel, or liabilities associated with your booking. Clients remain responsible for ensuring adequate insurance coverage for their production and personnel.
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Internet Access & High-Speed Upgrade

- Guest Wi-Fi internet access is included with your booking for standard production, streaming, browsing, and office use.
 - For productions requiring extremely fast upload and download speeds, a dedicated 2 Gbps fiber internet upgrade is also available upon request.
 - The high-speed internet upgrade is ideal for MASV, Dropbox, Frame.io, Google Drive, and similar file transfer services. Transfer speeds will vary depending on the destination service, hardware, adapters, cables, and external platform limitations.
 - Speeds are not guaranteed to any specific platform or service. A local speed test may be used to determine the active connection speed within the studio network. Final upload and transfer performance outside of the studio network is beyond the control of Vizzcast.
 - To achieve maximum speeds, devices should be connected directly to the dedicated 2 Gbps enabled ethernet port using a compatible USB-C or LAN adapter capable of supporting speeds above 1 Gbps, supplied by Vizzcast. Lower-rated adapters, cables, or hardware may reduce connection performance.
 - As an example, uploading 1 TB of footage to MASV can take approximately 50 minutes, depending on hardware and destination service speeds.
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Troubleshooting Internet Speed - High-Speed Upgrade

- If you are experiencing slow internet speeds, please disconnect from the guest Wi-Fi and disable the Wi-Fi signal on your laptop or device.
- Connect directly to the Anker dock via USB-C. The dock supports up to 2 Gbps upload and download speeds.
- You may also use a LAN-to-USB-C adapter. Please note that some adapters are limited to 1 Gbps speeds. Ensure your adapter supports 2 Gbps capability for maximum performance.
- Please also confirm that your USB-C cable and Ethernet cable are rated above 1 Gbps, as lower-rated cables may reduce connection speeds.
- Once connected, run a speed test to confirm your connection performance.