



et-nik-a Casting Studio

Tariff

Opening hours Mon-Fri 10:00-18.00	Hourly rate	Half day	Full day	Additional hourly rate*
Basic hire Room only	£20	£80	£160	+£10
Standard hire With camera	£25	£100	£200	+£10
Full hire Camera w/operator	£35	£140	£280	+£20
Student rates** No camera	-	£50	£100	-

Bookings can be made up to one month in advance.
Minimum hire for basic, standard & full hire: two hrs.

For additional services including professional camera operator please call to discuss your requirements and additional costs.

*Additional hourly rate applies to hours before 10:00 and after 18:00 hrs charged on top of the standard hourly rate. These rates also apply if your event runs over, in which case a minimum charge of one hour applies.

**Student rates available Mon-Fri 10:00-18:00 for half or full days only. Bookings can be made one to four days in advance, pending availability. Full payment is required to secure the booking – no refunds are available.

Weekend hire available on a half or full day basis only + an additional premium of £60/half day (£120/full day). Additional hourly rate also applies to weekend rates (see above)

Dimensions

Studio: 7.3 x 3.4 meters.
Waiting room: 1.8 x 3.0 meters.

Furnished casting studio with changing area and mirror; waiting room; own entry phone; central heating and air conditioning; skylight/daylight. Waiting room with flat screen TV and water cooler.

Facilities

Fee includes free use of:

- A1 flipchart
- Basic studio photographic lighting: Prolin Chrome 23
- Colorama background paper:
Black/Arctic White/Chroma Blue: 11x2.72m
- Digital/electronic equipment:
TV monitor, DVD recorder, VHS Recorder, digital camera (Fuji Fine Pix S304) & tripod, PC with CD burner and webcam
- Personalised casting email address
- Tea & coffee facilities available at all times
- Telephone (in-coming calls only)
- Wireless Internet access

Digital video camera (Sony Handy Cam DCR-UX1000E 3CCD Digital Zoom 20x), with or without operator, available on request at reasonable rates.

How to book

To check availability and make a booking please email us at castingstudio@et-nik-a.com or call us on

Phone 020 7299 3555
Mobile 07968 388 698

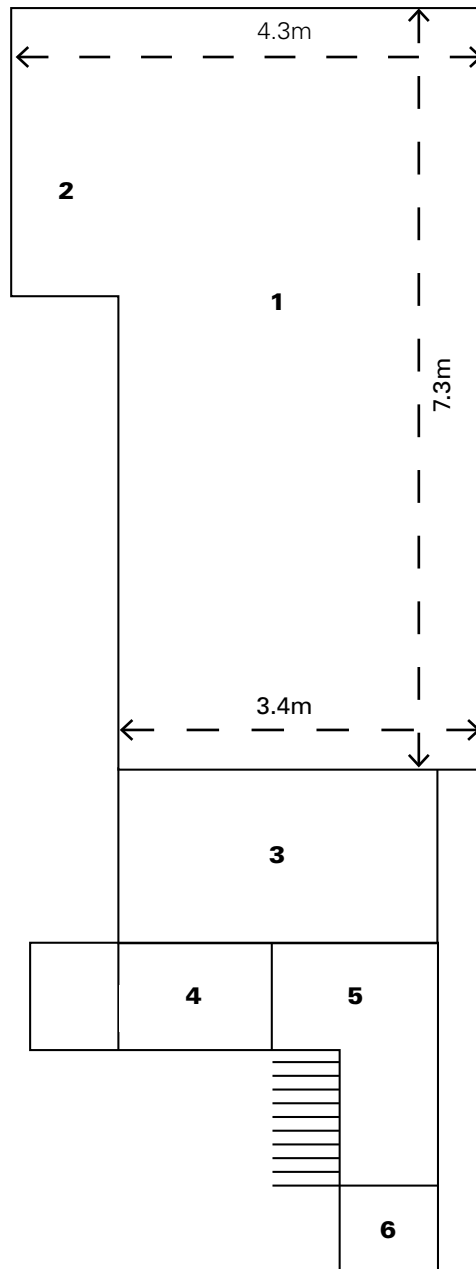
et-nik-a Casting Studio is operated by et-nik-a Prime Management and Castings Ltd
3rd Floor, 30 Great Portland Street
London W1W 8QU, England



Floorplan

Room dimensions

- 1 – Studio
- 2 – Changing area w/mirror
- 3 – Waiting room
- 4 – Toilet
- 5 – Hall/stairs
- 6 – Entrance

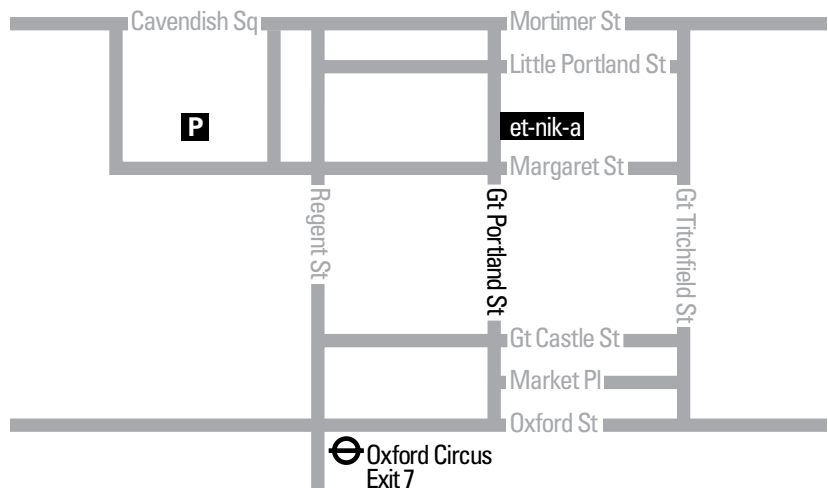


How to find us

Only two minutes walk from
Oxford Circus tube station

30 Great Portland Street
London W1W 8QU
England

Phone 020 7299 3555





Terms & Conditions

Definitions

The et-nik-a Casting Studio is operated by **et-nik-a Prime Management & Castings Ltd**, hereinafter referred to as 'et-nik-a'. The 'client' means the organisation/individual in whose name the booking is made. The client shall be jointly and severally liable for payment of the event. The 'contract' means the agreement between **et-nik-a** and client for a specific booking or series of bookings. These Terms & Conditions will form part of the contract, together with any other terms stated in the contract documentation.

Confirmation and Final Numbers

- All bookings are considered as provisional until the contract is signed by both the client and **et-nik-a**. Once signed, all such provisions reserved on your behalf will be subject to the terms and conditions of the contract.
- The contract must be returned by the client within 14 days of the date of issue. If such time is not available prior to the event, it must be returned within 48 hours. Failure to sign and return the contract within the specified period may result in the cancellation of the booking and the facilities being re-let.
- The number of attendants must be advised to **et-nik-a** at the time of the verbal confirmation. This number will be identified on the contract. Please note the 'Amendments by the Client' below.

Amendments by the Client

- A reduction in the duration or contracted value of the booking shall be subject to the **et-nik-a's** cancellation policy.
- Timings and special requests must be confirmed to **et-nik-a** at least three working days before the event.

Cancellations by the Client

- In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, **et-nik-a** will make every effort to re-sell the facilities on your behalf. If **et-nik-a** is unable to re-let the facilities, the following scale of cancellation charges will apply:
 - Between one month and 14 days notice: 25% of the room hire charge.
 - Between 13 days and four working days notice: 50% of the room hire charge.
 - Three working days or less notice: 100% of the room hire charge.
 - Third party services are charged at 100% of the quoted price (unless an agreement is reached with the supplier).
- Notification of cancellation should be advised to **et-nik-a** in the first instance verbally. You will be advised of a cancellation reference number. Cancellations should also be put in writing by the client.
- Definitive cancellation charges can only be confirmed to you after the intended date of your event, when we shall reduce the charge by the profit on any alternative business we have been able to secure on your behalf.

Amendments or cancellations by et-nik-a

- Should **et-nik-a**, for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative date for the booking. **et-nik-a** will not be liable for any loss or damage arising from such amendments.
et-nik-a may cancel the booking:
 - if the booking might, in its opinion, prejudice the reputation of **et-nik-a**.
 - if the client is more than 28 days in arrears of previous payments.
 - if **et-nik-a** becomes aware of any alteration in the client's financial situation.

Deposits, Payment and Credit

- **et-nik-a** reserves the right to require the payment of all or part of the anticipated cost of the event at any time prior to the date of the event, the amount of which will be determined by **et-nik-a**. Should the client fail to pay such a deposit, **et-nik-a** may treat the booking as having been cancelled by the client.
- Payment is due for credit accounts 14 days following the date of invoice.
- Payment must be made in pounds sterling (UK £).

VAT

VAT, at the prevailing rate, is chargeable on all services and facilities including room hire, third party services and other sundry services.

Insurance & Liability

- Insurance can be arranged to protect you and your event against cancellation or abandonment with a minimum sum insured based on the anticipated income of **et-nik-a**. Insurance can also cover non-appearance of the speakers or guests, property damage at or to the venue or its contents, third party bodily injury and third party damage.
- The costs of repairing any damage caused to the property, or its contents by the client, its associates or attendants, must be reimbursed to **et-nik-a** by the client.
- **et-nik-a** will not be liable for any failure to provide facilities, services, food or beverages as a result of matters beyond its control.

Times of Hire

Events are required to finish at the times agreed in the contract. Extensions to these times, should they be possible, will incur additional charges (see Tariff on page 2).

Personal Property

et-nik-a does not accept responsibility for the property of the client and its attendants. Any items brought onto the premises are done so at the owner's risk and without any obligation on the part of **et-nik-a**.

Equipment Storage

et-nik-a has no storage available for client use other than within the hired room. **et-nik-a** does not accept liability for the loss of or damage to any items brought onto the premises.

Performing Rights and Statutory Regulations

et-nik-a reserves the right to approve any externally arranged entertainment, services or activities arranged by the client and cannot accept responsibility for any resultant cost. **et-nik-a** must comply with certain licensing and statutory regulations and requires the client to fulfil their obligations in this respect.

Externally Purchased Food and Beverages

Other than food and drink for personal consumption (i.e. lunch and snacks) and that provided by **et-nik-a** items of catered food, beer, wines and spirits are not permitted to be brought onto the premises for consumption without a valid catering license.

Affixing of Signage

No signs or other items may be placed on or affixed to any part of **et-nik-a's** premises without prior consent. Directional signposts are provided within the building and should be used for displaying all signage. You are required to obtain prior written approval if you wish to affix items to the walls, floors or ceilings of the rooms you are hiring.

Sub-letting

The client shall not sub-let the hired room without **et-nik-a's** written consent. This includes the prior approval of any exhibitors attending an event.

Use of the et-nik-a Name & Logo

The et-nik-a logo may be used in publicity once a proof of the promotional material has been agreed with **et-nik-a**.

Health & Safety and Disabled Access

- We are concerned for your health and safety and that of our premises. Please respect any requests by the Operations Manager to comply with safety issues.
- Instructions concerning fire evacuation routes are supplied in all rooms.
- Smoking is not permitted anywhere within the premises
- Rooms are not accessible by wheelchair.
- Facilities for the disabled including ramps, hearing loops and dedicated wheelchair spaces are not provided, but can be arranged.
- A guide to the premises is available on request.

Behaviour by Attendants

Should any of your attendants be unable to correct any aspect of poor behaviour **et-nik-a** reserves the right to terminate your event. Should this occur no monies will be refunded. The Manager's decision is final.

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April 2006