TERMS AND CONDITIONS FOR HIRE OF THE FAUST STUDIO

PAYMENT of HK$300 per hour

BOOKING AND PAYMENT

1. Bookings only accepted through completion of the 'Faust Studio Booking Form'.
2. Bookings to be taken on a monthly basis with hirers able to book for more than one month.
3. All bookings to be accompanied by full payment (cash or cheque). Booking only confirmed on receipt of payment.
4. When the booking occurs during normal office hours (Monday - Saturday, 9.00am - 6.00pm) the Faust staff will open the door. The hirer should inform Faust Staff of the completion of hire.
5. In the event that booking occurs outside normal office hours (Monday - Saturday, 9.00am - 6.00pm) the hirer must collect the keys 24 hours in advance of the booking. On completion of hire, keys to be placed in an envelope and slid under the door.
6. Any damages made to the studio (to floor, walls, lights, air conditioning, costumes, props and furniture etc) to be paid for at cost price.
7. Faust International Ltd. is not responsible in the event of an accident or injury incurred during the period of hire. Hirers must ensure that they have a public liability insurance to cover such accidents or injuries.

CANCELLATION

1. Hirer can cancel booking with at least 7 days notice. Fee balance can be refunded or credited to next booking. Refunds will be paid by cheque within 28 days of cancellation, with payment to be collected from the Faust Office. No refunds for cancellations of less than 7 days.
2. Hirer can reschedule bookings with at least 7 days notice and subject to availability.
3. Faust International Ltd. will endeavour to inform hirers at least 7 days in advance of any cancellations or rescheduling however retain the right to inform hirers up to the time of booking.

ROOM USAGE

1. Turn off all lights, air conditioners and electrical appliances before leaving the room.
2. Hirer may use the following items in the Faust Studio
   a. CD player
   b. Whiteboard with markers
   c. Black fold out chairs
   d. Fold out tables
   e. Cold water
   f. Black boxes
   g. Wireless Internet
   h. Benches
3. Hirer should return all borrowed materials, chairs and tables to their original position.
4. All other Faust owned resources in the studio such as costumes, props, computer, musical instruments and other materials are out of bounds and should not be used by the hirer or any participants in the workshop.
5. Set items used by current Faust productions are out of bounds and should not be used by the hirer or any participants in the workshop.

PHOTOS

1. Hirers are permitted to film/photograph in the studio for personal use. Any footage or photograph with Faust logos visible should not be used in any public forum or publicity.