



FACTORY STUDIOS BOOKING TERMS

All prices exclusive of VAT/moms.

IMPORTANT: We only rent out to business customers who hold an F tax slip (F-skattsedel).

BOOKING AND ADVANCE PAYMENT

- A booking request is not a binding booking and cannot be guaranteed.
- We apply advance payment and therefore need your complete invoicing details and email address in connection with booking. Once you have made your booking, we will email you an invoice together with our rental conditions.
- By paying the invoice, you confirm both the booking and that you accept these booking conditions and rules of conduct (see next page). As long as the invoice is not paid, we do not regard the booking as confirmed. It is therefore important that you pay it as soon as possible.
- If the invoice is not paid within 5 working days, at the very latest the day before the rental, we have the right to remove the booking.
- You can only make bookings for a company that you have the right to represent. We reserve the right to invoice you as a private person if the invoice is not paid by the company in question. We also reserve the right to order a credit report.

TEMPORARY BOOKINGS

- In general, we have a first-come, first-served policy for our studio bookings. If you want to reserve a specific date without making an actual booking, you can make a temporary booking that is valid for 3 calendar days, for a deposit of SEK 500 + VAT. If you then confirm the booking, the deposit will count as payment toward the total booking fee, but should you decide not to book the deposit will not be returned.
- If you want to make a temporary booking, we need your invoice details (company name, organization number, address, e-mail and phone number).
- NOTE! A temporary booking will be held for three working days, starting from the day we receive it. After that, we'll release it if we don't hear anything more from you. If you want to confirm the booking, it is important that you contact us.

REBOOKING

- Free rebooking up to 72 hours prior to rental. In case of rebooking less than 72 hours prior to rental, 50% of the total price will be charged in addition to the original rental fee.
- Rentals may only be rebooked twice, and with a maximum of three months in advance.
- NOTE: Rebooking must be requested via email or over the phone (not by SMS).

CANCELLATION

- The rental price includes a booking fee of SEK 500.
- In case of cancellation up to 72 hours prior to rental, we will refund/credit the entire sum, minus a booking fee of SEK 500.
- In case of cancellation less than 72 but more than 24 hours prior to rental, 50% of the total price will be refunded/credited, minus a booking fee of SEK 500.
- No refunds will be made for cancellations made less than 24 hours prior to rental.
- NOTE: Cancellation must be confirmed via email or over the phone (not by SMS).



BE ON TIME FOR GUARANTEED ACCESS

- If you have booked the studio outside regular office hours (weekdays 09–17), or during a vacation period, it is especially important that you arrive on time.
- If you do not show up on time and have not notified us in advance, we cannot guarantee access to the studio that day. We will also not make any refunds.
- The studio and lounge need to be cleaned and vacated by the end of your session. If you extend the time without prior agreement, we have the right to charge a fee of SEK 700 for each additional half hour. Please note: If you book the option “Maxa tiden” in advance, we will take care of the studio and its equipment for you, after your rental session.

DAMAGES AND COMPENSATION

- You are responsible for ensuring that equipment and furnishings are not damaged, and that everyone in your party follows the rules of conduct (see below).
- In the event of damage to furnishings or equipment, as a result of direct or indirect negligence on the part of you or your party, you will be liable for compensation. Therefore, you are recommended to have insurance that covers any damage.
- Factory Studios takes no responsibility for damage to your own equipment.
- You are responsible for transporting your own equipment, props, etc. in and out of the premises in a way that does not damage our furnishings, floors, etc.
- Take care when using equipment, cables, ladders etc. When changing paper backgrounds, we recommend a two-person team – or ask us for help. Tape electrical cords to avoid people tripping over them and damaging equipment. We take no responsibility for personal injuries that occur in connection with incorrect or careless use.
- If you or your party accidentally or deliberately take something belonging to us when leaving the premises, you are responsible for informing us and returning it as soon as possible. Should we be missing equipment that we need immediately, you will be charged costs for renting or purchasing equivalent equipment, including delivery charges.

OUR RESPONSIBILITY IN CASE OF UNEXPECTED EVENTS

- While we do our best to ensure that your studio booking goes smoothly, there are some things we cannot control – for instance unexpected power outages, water leaks – that may affect, disrupt or at worst prevent use of the studio. Depending on how your booking is affected, you will be refunded up to the entire rental fee (including the booking fee), and of course we will try to help find another solution. However, we take no responsibility for costs related to a cancelled studio booking, e.g. lost income, rental of external equipment, etc.
- Should we receive information about a planned disruption that affects the studio – for example a planned power cut, water cut or repair – we will make sure to inform you immediately. If you then want to cancel or rebook, this will be done free of charge, unless we ourselves can assist with an alternative, equivalent solution.