

## **XTREME MEDIA – VIDEO/PODCAST STUDIO**

*Fully Equipped Video and Podcast Rental Studio*

### **LOCATION & CONTACT**

3333 S Wadsworth Blvd  
First Floor / Suite D-110 / Entrance East Side of Building  
Lakewood, CO 80227

Book the studio here: [www.XtremeMedia.net](http://www.XtremeMedia.net)

Studio Hours:

Monday thru Friday 8:00 AM – 10:00 PM

Saturday 8:00 AM – 4:00 PM

### **RULES & POLICIES**

#### **General Rules**

#### **1. Booking and Reservations:**

- All bookings must be made at least 24 hours in advance at: [www.XtremeMedia.net](http://www.XtremeMedia.net)
- Cancellations must be made at least 48 hours prior to the scheduled time to avoid cancellation fees – cancel your reservation here: [www.XtremeMedia.net](http://www.XtremeMedia.net)
- A 50% deposit is required at the time of booking.

#### **2. Usage:**

- A professional Producer is included in the studio rental rate you're paying and will be present in the studio at all times.
- Producer is the ONLY person permitted to handle any and all studio equipment.
- Rental time includes setup and breakdown. Overtime charges will apply if the space is used beyond the booked time.
- Start and Stop times strictly enforced.
- The studio space must be used only for video and podcast production purposes.
- No smoking, vaping or illegal substances are allowed on the premises.
- No smoking, no open flames and no activity that creates lasting odors.
- No nudity in the studio or on the premises.
- Xtreme Media reserves the right to refuse or terminate service for any reason or at any time, including during filming or recording.

### 3. Conduct:

- Respectful and professional behavior is expected at all times.
- Loud noises and disruptive behavior are not permitted – although our studio is highly sound proofed, we are in an office building and need to be good neighbors.
- Guests are responsible for their own equipment and personal belongings in the studio and parking lot – we do not monitor or store your belongings.

### 4. Damage and Liability:

- Any damage to the equipment or premises caused by the renter will be the renter's responsibility.
- Theft of equipment, cords or any video/podcast will be billed to the renter.
- Xtreme Media is not liable for any personal injuries or equipment loss for any reason.
- The renter is financially responsible for any accidental breaking of equipment.

## **EQUIPMENT & FACILITIES USE**

### 1. Equipment:

- Renters must check all equipment before use and report any issues immediately.
- Equipment must be left in the same condition as when the studio session began.
- Any damage or loss of equipment will incur additional charges to the renter.

### 2. Facilities:

- The space must be left clean and tidy. A cleaning fee may be applied if the space is not left in good condition.
- Restrooms are located outside of both the studio and office in the hallway –the restrooms are located immediately outside the back door of the office.

## **AMENITIES & EQUIPMENT**

### 1. Amenities:

- Lobby
- Kitchen
- Restrooms
- Free parking lot
- First floor studio – easy access for loading/unloading

### 2. Equipment:

- Green Screen
  - L x W x H
- Cameras
  - 3-point professional camera system
- Teleprompter
- Audio / Mics

- Lavalier
- Podcast
- boom

## PRICING

- **Standard Rate** – Video or Podcast: **\$165 per hour**
  - Studio Rental Includes: professional Producer, greenscreen room, cameras, and microphones, lighting and access to the kitchen, restrooms and common area
  - Files of your recording session will be located on the cloud for you to download for up to 90 days.
- **Weekend Rate** – Saturday and Sunday: **\$195 per hour**
- **Overtime Charges: \$25 per each additional 10 minutes that the renter goes over their studio time limit.**
- **Remote Offsite Filming & Additional Fees: \$195 per hour**
  - Any tolls, parking fees or permits will be added to the invoice + 10%
  - Mileage cost: \$1.00 per mile round trip charged to and from the studio address.
- **Discount:** After 20 Standard or Weekend hours billed at our normal rates, client will receive a 5% Discount for all additional hours.

## Additional Services

### Editing Services:

- Basic editing: \$75 per hour
- Advanced editing: \$150 per hour
- Technical Assistance:
  - Add an additional on-site assistant producer: \$40 per hour

## BOOKING & PAYMENT

### Booking:

- Bookings can be made online via our website or by calling our office.
- A confirmation email will be sent upon successful booking.

### Payment:

- Payment can be made online or in-person.
- Accepted payment methods: credit or debit card
- Final payment is due at the start of the rental period.

## **CANCELLATION & REFUND POLICY**

- Cancellations:
  - Cancellations made at least 48 hours in advance will receive a full refund.
- Cancellations made 24-48 hours in advance will receive a 50% refund.
  - No refunds for cancellations made less than 24 hours in advance.
- Rescheduling:
  - Rescheduling is allowed without penalty if done at least 24 hours in advance.