



Information Packet

Sound Stage Rental

Bella Faccia Inc.
6521 Chillum Place NW
Washington, DC 20012
Phone: 202-291-1932
Fax: 202-318-7716
Email: contact@bellafaccia.net
Web: www.bellafaccia.net



Working with Bella Faccia Incorporated

Thank you for choosing Bella Faccia Incorporated, we truly appreciate your business. We ask that you carefully read the enclosed information and indicate your understanding of the policies described by signing the bottom of each page. If you have questions, please do not hesitate to contact us for clarification.

Once completed, please return the signed packet via fax to:
202.318.7716

Contents

- Studio Pricing
- Payment Terms
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- Net 30 Credit Application

Thank you for your cooperation, we look forward to working with you!

The Bella Faccia Team



General Information: Sound Stage

What's included in your sound stage rental:*

- (2) Dressing rooms
 - ◆ Includes: steamer & iron
- Green room
 - ◆ Includes: desktop computer & printer
- Full kitchen
 - ◆ Includes microwave, range, oven, sink, full fridge & beverage fridge
- Client lounge
 - ◆ Includes: seating for 16
- Producer's office
 - ◆ Includes: Desktop computer, printer/fax, fax & phone lines
- Loading/Staging Area
 - ◆ Includes: (2) loading docks, staging space outside studio
- Studio Space:
 - ◆ Includes: 300 amps (3-phase camlock output)
 - (20) 20-amp Edison quad box outlets
 - (8) folding tables, (40) chairs

***Note: For groups larger than 25 persons, an additional \$200 cleaning charge may apply.**

Additional items available for rental:

- 2K Space lights (8 available)
- Panasonic 50-inch Plasma Monitor
 - ◆ Includes: 1080p capability
 - Rolling floor stand
 - Panasonic Blu-Ray DVD Player

Required documentation for sound stage use:

- Signed Information Packet
- Signed estimate
- Certificate of Liability Insurance:
 - ◆ Certificate Holder: **Bella Faccia Inc.**
6521 Chillum Place, NW
Washington, DC 20012
Fax: 202.318.7716



Studio Pricing

Effective: December 1, 2008

Studio Rental

Standard Weekday rental: _____ **\$1550.00**
10 hours

Standard Weekend rental: _____ **\$1700.00**
10 hours

Studio Preparation

****Please contact us in advance to discuss studio preparation & pricing****

Green/Blue Chroma Key Prep:

● **Fresh FULL Cyc Green/Blue screen:** (color change) _____ **\$1380.00**
2000 sq. ft x \$0.69/ square foot

● **Full Cyc re-paint/touch-up:** (same color) _____ **\$900.00**

● **10' x 20' Green/Blue screen** @ \$2.20/ square foot: _____ **\$440.00**
10ft on wall, 10ft on floor

****Note:** This is usually the MINIMUM amount of paint coverage required for full body shots

● **Custom Green/Blue screen** (less than 200 sq.ft) _____ **\$2.75/ sq ft.**

White Cyc Prep:

● **Fresh Full Cyc White:** (color change) _____ **\$1100.00**
2000 sq. ft x \$0.55/ square foot

● **Full Cyc re-paint/touch-up** (same color) _____ **\$400.00**

● **10' x 20' White Cyc** @ \$2.20/ square foot: _____ **\$440.00**
10ft on wall, 10ft on floor

****Note:** This is usually the MINIMUM amount of paint coverage required for full body shots

● **Custom White Cyc** (less than 200 sq.ft) _____ **\$2.75/ sq ft.**

Equipment Rental:

2K Space lights: _____ **\$50.00/ unit**
(8 available)

Panasonic 50-inch Plasma Monitor _____ **\$200.00/day**
-1080p, includes rolling floor stand, cabling

Payment Terms

Studio Rental:

New Customers: Payment must be made **at time of service** by Check or Credit Card. *

***Note:** Failure to pay at time of service will result in 18% p.a. finance charge.

Returning Customers: Upon successful completion and review of our Net 30 Application, customers are eligible to receive Net 30 payment terms.

***Note:** Failure to pay within stated terms will result in 18% p.a. finance charge.

Set Construction:

A **50 % deposit** is required, with the remaining balance due on delivery.

We accept the following Credit Cards:



* **Note:** A 3% processing fee applies for all credit card payments.

I have read, understand and accept the above terms

Signature

Date



Sound Stage: Cancellation Policy

After the studio has been officially booked, please consider the following:

Painting/ studio preparation Fees:

When client requests studio paint preparation (*chroma key or custom color*), the painting schedule will be determined by Bella Faccia Incorporated. If a solid booking is cancelled or re-scheduled after paint preparation has begun, client is 100% responsible for preparation fees. Due to scheduling requirements, paint preparation may occur up to one week before studio rental date. Please take this into careful consideration before confirming any studio booking that requires paint preparation.

Cancellation up to *two business days* prior to scheduled project start time:

You will not be billed studio rental fee, but preparation fees may still apply (please see above).

Cancellation *between one and two business days* prior to scheduled project start time:

Customer will be billed 50% of the studio rental fee and any additional preparation fees (Please see above preparation policy).

Cancellation with *less than one business day's* notice:

Customer will be billed 100% of studio rental fees and preparation fees.

Cancellation during multi-day project:

Customer will be billed for studio time used, and 50% of rental for unused shooting days. All preparation fees still apply.

I have read, understand and accept the above terms

Signature

Date



Set Installation/ Load-in Cancellation Policy

Cancellation of shoot after complete set load-in and installation:

If set requires strike and re-installation at later date, client is responsible for an \$800.00 strike, re-installation, and re-strike fee. **

Storage:

When sound stage booking is cancelled, set storage charges will be incurred from the date of strike until the set's use.

Storage Pricing:

\$300.00/ week or pro-rated for \$60.00/ day**

**Fees based on average set size, actual costs may vary. Please contact us for more information.



Credit Card Authorization Form

I, _____, hereby authorize Bella Faccia Inc. to charge my credit card account in the amount not to exceed:
\$ _____

() VISA () MasterCard () American Express () Discover

Credit Card Number: _____
Expiration Date: ____ / ____ VID Code: _____

Note: A 3% processing fee applies for all credit card payments.

Credit Card Billing Address:

Street: _____
City: _____ State: _____
Zip Code: _____ - _____ Country: (if not US) _____
Telephone: () _____ - _____

Client Address:

Street: _____
City: _____ State: _____
Zip Code: _____ - _____ Country: (if not US) _____
Telephone: () _____ - _____

_____/_____/_____
Cardholder's Signature Date

Your completion of this authorization form helps us to protect you, our valued customers, from credit card fraud. Bella Faccia Inc. will keep all information entered on this form strictly confidential.



Net 30 Credit Application

Application Date: _____

Company Name _____ Phone: _____

Billing Address: _____ Fax: _____

Shipping Address: _____

Check one: Corporation Partnership Sole Proprietorship Government

Other _____

Tax Exempt? Yes No (If yes, please include exemption letter)

Type of business: _____

Years In Operation: _____

How long at current address? _____

Name(s) and Title(s) of principal officer(s)/owner(s): _____

Bank References:

Name of Bank: _____

Contact: _____ Phone: _____

Address: _____

Trade References:

Company Name _____ Contact: _____

Address: _____ Phone: _____

Company Name _____ Contact: _____

Address: _____ Phone: _____

Company Name _____ Contact: _____

Address: _____ Phone: _____

Company Name _____ Contact: _____

Address: _____ Phone: _____

Credit Card No.: _____ Expiration Date: _____

Card Type: _____ CCV#: _____

I/We understand that, should credit be approved, terms are Net 30 days from date of invoice. Invoices not paid within these 30 days are subject to an 18% finance charge. In the event that the account is not settled within these 30 days, I/we authorize Bella Faccia Inc. to charge my/our total due and 5% finance charge to my/our credit card after prior notification. Bella Faccia Inc. will not process any Credit Application without complete credit card information.

I have read, understand, and accept the above terms, and the information provided is accurate to the best of my knowledge.

(Applicant) (Title) (Date) (Signature)