

## studio rules

### FEES

Session fees must be paid **in full** at the time of booking and are non-refundable if a session is cancelled less than 24hrs to your booking.

### SESSIONS TIMES

Session times include setting up and breaking down of equipment.

A session consists of 3 hours in the studio

Session times are:

**Morning** 10AM – 1PM,

**Afternoon** 2PM – 5PM,

**Evenings** can have variable start times after 5PM but must be finished by 9.30PM.

If you require times outside these please contact the Studio Manager.

### BOOKING

You can book 2 or 3 sessions to run together if you require longer than 3 hours.

A studio session cannot be booked on programmed club nights or at the same time as programmed studio events.

### STUDIO KEY

You must sign the annex and studio keys both in and out, in the book provided which is kept by the house porter in Shrewsbury House reception. **The keys must be handed back to the porter before you leave.**

### STUDIO INDUCTION

If you have not used the AWPS studio previously, you will be required to have an induction session to ensure that you can use the equipment safely and correctly. This must be arranged with the Studio Manager.

Only fully paid-up members who have been with the club for a minimum of 3 months and have completed the studio induction to the Studio Manager's satisfaction may use the studio unattended.

### FOOD AND DRINK

Cold, low odour food and non-alcoholic drinks are allowed in the studio but must be kept away from all electrical equipment.

### AFTER YOUR SESSION

Please place rubbish in the bin provided, and at the end of your session empty the studio bin into one of the bins in Shrewsbury House – see the house porter if you're unsure where the bins are located.

The studio must be left in good and tidy order, all electric points and ceiling lights switched off and appliance's unplugged. Please ensure that the studio and annex doors are locked before you return the keys to the porter.

### CONDITIONS OF USE

It is **strictly forbidden** under the rules of Aperture Woolwich Photographic Society and of Shrewsbury House to use the studio for any commercial purposes whatsoever. Any member found to be using the studio commercially would no longer be allowed to use the studio except on studio nights as part of an AWPS event.

### OTHER

**A responsible adult must accompany any persons aged under 18 at all times**

Any breakages must be reported to the Studio Manager and will be charged at cost.

### DISCLAIMER

Aperture Woolwich Photographic Society cannot be held liable or responsible for any event outside of its control that may affect your studio session – such as power cut, flooding, storm damage 'etc. Your fee will be repaid in these instances or carried over to another studio session.

### CONTACT

Studio Manager: Kam Sanghera  
kam.sanghera@btinternet.com

## studio membership

**Studio sessions (3hrs) cost £10 unless Studio Membership has been taken** (see below).

### **STUDIO MEMBERSHIP**

'Studio Membership is an **additional** charge to your club membership and costs £35, this fee is applicable to all members, there are no concessions.

The fee will help cover the cost of running the studio as well as maintaining, replacing and upgrading studio equipment.

Studio Membership is open to anyone who has been a member for at least 3 months and has taken the studio induction course.

Membership entitles you to a maximum of 3 studio sessions per week, sessions are three hours long. There is a £10 fee per session if you require more than 3 sessions per week.

All studio bookings must be made in advance with the Studio Manager, Paul Gosling.

If you are an Aperture member who has **not** opted to take the additional studio membership, but then pay for 4 sessions in the studio during the main season, you will automatically be upgraded to full studio membership at *no additional cost*.

The studio is available for all members of Aperture, studio members will not receive priority when booking sessions.

A studio session for regular Aperture Members is £10. Studio rules apply to anyone member using the studio.

Please see the Studio Rules sheet.

### **CONTACT**

Studio Manager: Kam Sanghera  
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