



## STILL PHOTOGRAPHY RATES

### Studio day rates\*:

Studio A — \$450

Studio B — \$650

Studio C — \$700

Overtime — \$100/hour

Weekend rates — additional 25% on Saturdays, 50% on Sundays.

### Prep/wrap day rates\*:

Studio A — \$400

Studio B — \$580

Studio C — \$600

### VIDEO/FILM RATES:

Video and film rates are quoted based on the size and complexity of your production. While ORBIT does not have a sound stage, we welcome video and film productions. Please call or email us for a quote.

*\*All rates based on 10-hour day, 8 am - 6 pm*



## ORBIT POLICIES

### Still Photography Policies:

We want to help make your production as uncomplicated as possible by providing seamless service with a smile. We understand that, in this business, things happen quickly. We're flexible. We want your visit in ORBIT to be successful and pleasant. We run a professional shop. But we also know how to have fun. We've written just a few policies that will help ensure a respectful working relationship.

### Booking time in Orbit:

You may call to hold time in any of ORBIT's studios without obligation. If you book time in ORBIT, we will reserve the specified studio space for you exclusively. If booked time is canceled within 10 working days, you will be billed for the full studio rental day rate. If orbit receives a request to book studio time that you have on hold, you have 24 hours to either book or release that time. If you have studio time on hold or booked and are willing to reschedule that time for another client scheduling request, you will receive a 15% discount off the studio rental rate.

### Insurance:

We require a certificate of insurance naming ORBIT Studios LLC, as additionally insured and loss payee. The certificate of insurance must be faxed to ORBIT prior to booking studio time. If a certificate of insurance is not available, ORBIT will provide general liability coverage at a rate of 10% of the studio rentals.

### Payment terms:

For new clients, payment is due in full on the day of the booking. For clients with established accounts, upon completion of your production, you will be sent an invoice for studio time and any additional production facilities and services rendered. Payment in full is required within 30 days of the invoice date. Please fill out and fax the attached credit application if you would like to open an account with us.

### Cove wall:

The cove in Studio C is normally painted white. If another color is required for your production, painting is available by request at a cost of \$25/hour, plus the cost of paint and materials. Please note that the floor is not necessarily painted white before each booking. However, ORBIT can paint the floor by request for the cost of the paint only.

### Damage:

Please report any damage to ORBIT staff immediately. All damage/loss/repairs will be billed accordingly.

### Equipment:

User of any photo, office, or kitchen equipment belonging to ORBIT accepts all responsibility associated with its use.

**Wrap:**

Studio floors and loading areas must be swept and all garbage removed at the end of your booking. Additional cleaning is available at a cost of \$25/hour and will be billed accordingly. Unless prior arrangements have been made with ORBIT staff, any items and/or set materials left in the studio at the end of your booking will be discarded. Additional disposal services will be quoted by request. ORBIT staff will require a walk-through with a responsible member of your crew at the end of your production.

**Storage:**

Call for price and availability.

**Parking:**

ORBIT has plenty of free parking in our private lot!

**CREDIT APPLICATION**

Please fax to 612-302-3908

Company Name
Contact
Street Address
City / State / ZIP
Telephone
Fax

**Suppliers Or Trade References**

1 Name / Phone / Fax
Address / City / State / ZIP
2 Name / Phone / Fax
Address / City / State / ZIP
3 Name / Phone / Fax
Address / City / State / ZIP

**Bank References**

1 Name / Account Number	<input type="radio"/> Checking	<input type="radio"/> Savings	<input type="radio"/> Loan
Contact / Telephone			
Address / City / State / ZIP			
2 Name / Account Number	<input type="radio"/> Checking	<input type="radio"/> Savings	<input type="radio"/> Loan
Contact / Telephone			
Address / City / State / ZIP			

**Names Of Owners, Officers Or Persons Responsible For Account**

Name / Home Address
Title / Social Security Number
Address / City / State / ZIP

**Tax Exempt?** ☐ Yes ☐ No

Tax Id Number
<b>**Please Attach Certificate**</b>

By signing below, applicant attests that they are authorized to provide credit information for the above-listed company and that the information is true and correct. Applicant grants permission to orbit to investigate and verify the above-listed company's credit record.

Applicant also maintains that they have read, understand, and agree to, the information provided regarding Orbit policies. Orbit reserves the right to enforce these policies and pass any/all incurred expenses on to the client.

Signed
Title
Date