

## Viewing Facilities Rate Card 2014

# Summit Studios

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Studio Hire Rates (one studio, adjoining viewing room)	Day	Evening	Included in hire rates
1 x 1/1.5 hour group	£340	£440	Tea, coffee, water and biscuits for clients and moderator. Sessions recorded to DVD, next day streaming/download link, excluding Friday to Sunday. Host/Hostessing of sessions. 1 hour pre set up, 15 - 30 minutes between groups and 30 minutes set down after final session. Equipment included, if available, please pre book; audio files, laptop, data projector, flip charts, playback, 40" & 50" TV's, DVD player, CD player. Other equipment available in house and externally please see details below. Day/evening split is 5pm. Weekends available at evening rates. Venue
1 x 2/2.5 hour group	£440	£540	
1 x 3/3.5 hour group	£540	£640	
1 x 4/4.5 hour group	£640	£740	
2 x 1/1.5 hour group	£595	£725	
2 x 2/2.5 hour group	£725	£840	
3 x 1/1.5 hour group	£695	£840	
3 x 2/2.5 hour group	£840	£840	
To add boardroom hire, please add	£25 per hour	£35 per hour	
<b>Rates for depths, all day/evening or multiple studios</b>	<b>7/ 8 hours</b>	<b>5.5 hours</b>	<b>12/12.5 hours across the day and evening</b>
<b>One studio with adjoining client viewing room</b>	<b>£840</b>	<b>£840</b>	<b>£1,400</b>
<b>Two studios, client viewing rooms &amp; boardroom</b>	<b>£1,400</b>	<b>£1,400</b>	<b>£2,400</b>
Client arrivals before 8.45am, per 30 minutes, add	£50	NA	
Clients leaving after 11pm, per 15 minutes, add	NA	£50	

### FACILITIES HIRE DISCOUNTS

The % of discount offered depends on usage/number of bookings within a 12 month period. For full details on discounts and terms please visit our website or contact our team on 020 88402200

### FACILITIES HIRE DISCOUNTS

1 - 4 = 15%      5 - 10 = 20%  
11 - 19 = 25%      20+ = 30%

### Equipment hire

We have various equipment in-house, we also work with local hire companies, this means we can provide; laptops, playback, Sony Google TV, iPads, PC's, gaming, screens, cameras, furniture including shelving and displays, eye tracking, lighting, storage, security products, microwaves, mini cookers, crockery and much more. If you do not see what you are looking for please contact us, the chances are we can find it for you.

Services	Rate
Live streaming from Focus Vision	Approximately £800
Live Streaming from Stream Team	Approximately £400
Respondent recruitment & UK Panel - database, street, list, in-store	Tailored
Fieldwork, Hall Tests, Interviewing, Host/Hostessing, Security	Tailored
Translation, note taking, Moderation (all out-sourced)	Tailored
Incentives; cash, vouchers, prize draws	Cost plus 7%
Photocopying/printing A4 & A3,B/W & colour	A4: 20p/40p A3: 50p/£1.00
Laminating up to A4/Binding A4	From £1
Storage of items, taking up space, before/after booking, may incur charges	£35 per hour

Catering	Rate
Respondents; drinks, biscuits, crisps, fruit bowl / Add sandwich selection	£3 per respondent OR £5 per respondent
Child respondents; snacks, sandwiches, fruit and juice boxes	£5 per respondent
Client sandwich platter (includes crisps and fruit)	£25.00, suitable for 4 - 5 clients
Light breakfast, pastries, crossaints, cereal selection, fruit and drinks	£5.50 per person (hot breakfast available)
Cold buffet (lunch or dinner)	£11.50 per person (minimum 4)
Hot buffet (lunch or dinner)	£14.00 per person (minimum 4)
Take away from many local resturants	Cost plus 25%
Fresh pastries OR fresh fruit platter	£3.50 per person (minimum 4)
Fruit bowl (first bowl is complimentary) OR Chocolate basket	£8.50 (serves 8 - 10)
Cheese board, crakers, grapes	£14.50 (serves 8 - 10)

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### Terms and conditions

Within these terms and conditions, definitions are as follows: 'Contract' - is any contract between Summit Studios Limited and the Client for the agreement of services.

'Client' - is any individual, firm, limited company or other legal entity on whose behalf Summit Studios agrees to undertake its services with.

'Services' - means any form of studio hire, recruitment, research, data collection, projects or other work in which Summit Studios has agreed, in writing, to undertake for the client under the agreement of its Terms and Conditions.

'Document' - includes any written documents, maps, plans, drafts, photographs, film, tape, disc or any other device embodying visual and/or audio data.

Terms and Conditions The following terms and conditions form part of a contract between Summit Studios and our clients. By accepting the quotation / proposal provided, you are deemed to have accepted the terms and conditions as outlined below.

For the avoidance of doubt, for the purpose of these terms of business, electronic email correspondence constitutes a written document.

1) **Applications** Each request for services by the client from Summit Studios shall be deemed to be an offer by the Client to purchase the services of Summit Studios.

No order placed by the client shall be accepted as an offer of purchase, until a written acknowledgment of the order is issued to Summit Studios.

2) **Quotations** All quotations shall be provided by Summit Studios in writing - any verbal quotations should be understood as estimates only.

The costs outlined in any written quotation are valid for a period of 30 days from the date of the quotation. Should commencing of the fieldwork time take place after this period then Summit Studios may revise the initial quote.

Providing a cost estimate does not constitute an agreement that Summit Studios will undertake the project.

In the event that any revision of the costing on the original quotation results in an increase in cost to the Client, such increase will be agreed with the Client in writing.

All of Summit studios charges are subject to the going rate of UK VAT where applicable.

3) **Timings** Any time schedules given within quotations are indicative only. Should the Client wish to commission an application, Summit Studios would expect to set a mutually acceptable time line based on an agreed start date. Should the Client be unable to meet the agreed timing of any item within their supply, Summit Studios reserves the right to adjust timings accordingly and, if appropriate, the charges.

4) **Payment terms** Payment is due strictly within 28 days from date of invoice unless specific, written alternative arrangements have been agreed and may be subject to VAT. Discounts quoted or special discounted packages and offers will only be valid for bookings paid within the 15 day payment terms. Thereafter Summit Studios reserves the right to charge the full price for services and facilities and will be due within 28 days, any outstanding any outstanding balance there after Summit Studios reserves the right to charge at the rate of 5% per day. Any invoices still unpaid will be past to a debt recovery company and additional charges of up to 25% may be incurred by the debtor, as well as administration fees. Projects over the value of £7,000.00, or outside of the UK, or with bad credit ratings will be charged in OPTION A, in two stages: Set up charge and 40% of other charges invoiced upon commissioning and payable within 15 days OR OPTION B 100% payable upfront. Summit Studios reserves the right to require payment of this amount prior to fieldwork commencing. Balance invoiced upon completion and payable within 15 days. For any incentives to be administered by Summit Studios on Client's behalf a 5% - 14% handling charge will apply and may be invoiced in advance as a REQUEST OF FUNDS, without VAT. Payable immediately. Any request of funds not paid within 7 days will incur a late payment charge of 5% per day, until the amount has been paid.

5) **Charges** Summit Studios reserves the right, by giving written notice to the Client at any time before the provision of its services to change the charges of its services in accordance to factors beyond its control (i.e. any foreign exchange fluctuation, alteration of duties, significant increase in costs of labour). Changes in charges are also applicable if the client wishes to change delivery dates, quantities or specifications for Summit Studios services, or any delay caused by any instructions of the Client or failure of the Client to give Summit Studios adequate information, specifications or instruction which may results in the increase of labour costs. All incidental expenses incurred by clients will be charged in full at cost plus 25%, including postage, courier, equipment hire and express delivery services for example.

6) **Cancellation and Postponement fees** In the event of cancellation or postponement of Summit Studios services, by the client, fees will be charged to cover the costs of all services and works undertaken, including expenses and overheads. Cancellation charges are as follows:

Cancellation of studio hire Within 15 working days 15% of studio/boardroom cost Within 10 working days 50% of studio/boardroom cost Within 5 working days 100% of studio/boardroom cost

Cancellation of recruitment services Within 15 working days 15% of recruitment cost Within 10 working days 75% of recruitment cost Within 5 working days 100% of recruitment cost Please note, cancellation charges apply to confirmed bookings, cancelled within the

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As studio bookings will have been refused for other clients once a reservation is confirmed the postponement of any activity can have significant financial impact on Summit Studios. To this end Summit Studios reserve the right to apply postponement charges.

Postponement charges are as follows:

Postponement of studio hire Within 10 working days 25% of studio cost Within 5 working days 75% of studio cost.

Postponement of recruitment services Within 10 working days 25% of recruitment cost Within 5 working days 75% of recruitment cost

Postponement costs are only charged if the Client wishes to confirm new dates at the time of postponement, failure to do so will result in the Client being charged at the rate of cancellation fees.

Working days are defined as a full, standard working day of 9am to 5pm (Greenwich Mean Time), Monday to Friday. For example, cancelling on a Monday morning (GMT) for a Friday booking constitutes four working days. Summit Studios will accept no responsibility for cancellations or postponements caused by weather, industrial action, transport difficulties, terrorist action, demonstrations or any other circumstance beyond its control. Within these circumstances, cancellation or postponement fees remain.

**7) Data Protection** In providing the services, Summit Studios shall use all reasonable endeavours to comply with the Data Protection Act (1998) and all related legislation with regard to the Personal Data of the Client. Summit studios shall also abide by the MRS Code of Conduct at all times.

**8a) Client supplied data** When supplying databases for the compilation and transmission of respondent details, it remains the Client's responsibility to ensure that such database comply with the Data Protection Act. In supplying a database, the client agrees to compensate Summit Studios against any claim that may be made. Further, it is an implied term that such databases are fit for purpose, are of good quality, are accurate and up-to-date. Summit Studios reserves the right to agree revised timings and costs should a database not meet these criteria. Summit Studios will advise the client within 5 working days of fieldwork start of any concerns of this regard. In the event that the client suggests over recruitment, all respondents will be informed at the recruitment stage and paid in full if they are not required.

**8b) Approval** It is the responsibility of the Client to ensure any errors or omissions in artwork, illustration, artwork, proofs or any other form of documentation have been accepted by the Client in writing.

**8c) Confidentiality** All information provided by the client relating to the Client's business and not in the public domain shall be treated by Summit Studios as confidential. Research findings are confidential and would not be released for use to any third party without permission of the Client.

**8d) Storage and disposal of data** Summit studios complies with the Data Protection Act and the MRS Code of Conduct in relation to storage and disposal of confidential information and records. If the Client wishes to retain documentation for a period in excess of one year, the Client should inform Summit Studios accordingly before the completion of the contract. Summit Studios shall destroy any documentation developed for the conduct of services after the completion of the contract; hence if data is requested after the completion of any contract, Summit Studios cannot guarantee any return of data.

**9) Respondents** Information relating to respondents recruited by Summit Studios shall remain the property of Summit studios.

**10) Product placement** For any research incorporating product placement, the Client must ensure the product's safety for use and compensate Summit Studios against any claim that may be made in connection with that product.

### **11) General**

**11a) Communications** For clarity, and for the purpose of Summit Studios and the Clients records, Summit Studios shall inform the Client of start dates of commencing fieldwork when applicable. If Summit Studios becomes aware of any circumstances which in its reasonable opinion may hinder, prevent or delay the performance of its services, it shall (without accepting any responsibility in relation thereto), as soon as practically possible notify the Client of such circumstances and the possible effects the circumstance may have on its ability to perform the Services.

**11b) Services** Summit Studios shall exercise reasonable skill and care in the performance of its Services; however it may make any changes to its Services in order to comply with applicable safety or other statutory requirements.

Summit studios shall in no circumstances be liable for any failure or defective working audio or visual equipment or for any subsequent cost incurred.

[www.summitstudios.co.uk](http://www.summitstudios.co.uk)

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