

Studio Rental Terms & Conditions

DEFINITIONS & SCOPE

1. "VNKR" means VNKR BV, with registered office at Hessenplein 2, 2000 Antwerp and VAT number BE0696.876.110.
2. "Studio" means the film studio and workshop space at Hessenplein 2, 2000 Antwerp (2nd floor) that is made available to the Renter, including the studio sets, studio walls, fixtures and the ceiling-mounted lighting rig. The shared areas of the building (entrance, elevator, hallway and other common parts) are not part of the Studio.
3. "Renter" means the business or professional that books the Studio. "Rental" means the booking of the Studio, with or without gear, props, furniture or other add-ons, for a half day or a full day.
4. "Quotation" means VNKR's written offer for a Rental, which states the date, the start and end time, the price, the add-ons and the version and date of these Terms.
5. "House Rules" means the rules in Annex 1. "Studio Guide" means the playbook with instructions for the use, safety and operation of the Studio, which VNKR provides to the Renter before the Rental. "Building Rules" means any further rules for the use of the building in which the Studio is located that VNKR communicates to the Renter in the Studio Guide or in writing.
6. These Studio Rental Terms ("Terms") are the only general terms that apply to Rentals. VNKR's general terms and conditions for production services do not apply to Rentals. The Renter's own terms and conditions are excluded.

BUSINESS CUSTOMERS, QUOTATION AND ACCEPTANCE

7. The Studio is rented only to businesses and professionals acting in the course of their business or profession. It is not rented to consumers. By requesting a Rental, the Renter declares that it acts in that capacity, and provides its company name, registered address, company number, VAT number and the name of its authorised representative.
8. Before confirming a Rental, VNKR may require a video call with the Renter, proof of identity of its representative, and further information about the planned use, the number of persons and the Renter's insurer. VNKR may decline a booking for objective reasons, such as the planned use, the number of persons, availability or incomplete information.
9. The sending of a Quotation is an offer by VNKR. VNKR sends these Terms, the House Rules and the Studio Guide with every Quotation. A Rental is agreed when the Renter has accepted the Quotation by electronic signature in VNKR's quotation system or by written confirmation. By accepting the Quotation, the Renter confirms that it has received and accepts these Terms, the House Rules and the Studio Guide, in the version stated in the Quotation.
10. A Quotation is valid for the period stated in it. After the Quotation has been accepted, VNKR sends an invoice for the rental fee. The invoice does not change the agreement.

BOOKING AND USE

11. A half day includes a maximum of 4 hours of use. A full day includes a maximum of 8 hours of use. Set-up, shooting or workshop time, breakdown and cleaning must all take place within the booked hours. The start and end times in the Quotation bind both parties. The Renter shall vacate the Studio by the agreed end time.
12. Extra time requires VNKR's prior agreement and is subject to availability. Extra time is charged at EUR 95 per started hour, excl. VAT. Use of the Studio beyond the booked time without prior agreement is charged at the same rate.

13. Access outside the booked hours, such as set-up on the day before, early access, late collection or storage of equipment, requires prior agreement and is charged in accordance with the Quotation or the price list.
14. The Studio may be used for film productions, photoshoots, podcasts, workshops, trainings and other business uses agreed in advance. The Renter shall use the Studio in compliance with applicable law, shall not produce unlawful content, and shall not use the Studio for activities that could damage VNKR's reputation. Any use that may endanger or damage the Studio is prohibited, including the use of fire, smoke, pyrotechnics, heavy stunts and activities that cause significant contamination or disorder.
15. A maximum of 15 persons may be present in the Studio at any time, including the Renter's team, crew, talent, clients and guests. The Renter shall ensure that this number is never exceeded.
16. The Renter is responsible for all persons it brings to or admits to the Studio, including its team, contractors, talent, clients and members of the public. Before they enter, the Renter shall inform them of the House Rules, the escape route and the presence of the camera at the entrance, and shall ensure that they comply.
17. Access details are shared once the Rental is confirmed. The Renter shall treat them as confidential and shall share them only with its own team. The Renter shall lock the Studio door whenever the Studio is left unattended, including for short periods, and shall return all keys and badges at the end of the Rental. Lost keys or badges are charged at cost.
18. The Rental covers the Studio only. The Renter may use the entrance, elevator and hallway only to enter and leave and to transport equipment, within the load limits displayed and in compliance with the Building Rules, and shall not occupy them longer than necessary. The equipment storage room is not part of the Rental. Access to it is granted only where agreed in advance in writing, by means of a coded lock, and the code shall not be shared.
19. Adaptations to the building and to fixed structures are not permitted. Studio sets, studio walls, fixtures, fittings and the ceiling rig shall not be changed, moved, painted, drilled, dismantled or removed without VNKR's prior written approval. Nothing may be attached to the floor, walls, ceiling or truss without VNKR's prior written permission. The Renter shall not carry out construction or renovation work, or re-dress the Studio, beyond what has been agreed.
20. Set-up is carried out by the Renter, unless agreed otherwise. VNKR does not act as camera operator on Rentals. Coffee, tea and water are included in the rental fee. Technical support, operators, gear, props, furniture and catering are available as add-ons at the prices stated in the Quotation or the current price list.
21. For a workshop setup (tables, chairs, whiteboard, flip chart, TV), the setup is agreed in advance and the Renter shall restore the room to its original configuration within the booked hours.
22. The Renter shall not use VNKR's name or logo without VNKR's prior written approval, and shall not claim or suggest that VNKR endorses the Renter or its activities. Signs, banners and branded material may only be placed in the Studio with VNKR's approval and shall be removed at the end of the Rental.

PRICE AND PAYMENT

23. Prices are stated in Euro and exclude VAT, which is added at the applicable rate. Add-ons are charged in addition to the rental fee. The price in the accepted Quotation applies to the Rental concerned.
24. The rental fee shall be received in VNKR's bank account in full at the latest on the day before the Rental starts. If the Quotation is accepted less than 3 days before the Rental, the invoice is payable immediately. If payment is not received in

time, VNKR may refuse access and may cancel the Rental by written notice. In that case the cancellation fees in clause 27 apply as if the Renter had cancelled on the date of the notice, and VNKR may release the booked slot.

25. Add-ons that were not paid in advance, extra time, damage, cleaning and other costs arising during or after the Rental are invoiced after the Rental and are payable within 14 days of the invoice date.

26. If an invoice is not paid on the due date, interest is due without notice of default at the rate set by the Law of 2 August 2002 on combating late payment in commercial transactions, from the due date until full payment. The Renter also owes fixed compensation of 10% of the unpaid amount, with a minimum of EUR 75, for collection costs. VNKR may refuse further bookings until all overdue amounts have been paid.

CANCELLATION AND CHANGES

27. The Renter may cancel in writing, including by email. A cancellation is effective when VNKR receives it, and VNKR does not need to acknowledge it. Time is counted back from the booked start time. The following fees apply, calculated on the rental fee excl. VAT:

- More than 7 days before the start: no fee
- From 7 days up to 3 days before the start: 50%
- Less than 3 days before the start, but more than 24 hours: 75%
- Within 24 hours before the start, or in case of no-show: 100%

Costs that VNKR has incurred with third parties for add-ons booked for the Renter, and cannot recover, are charged at cost in addition, with proof. The parties agree that these amounts are a fixed compensation for the loss of the reserved slot and for the bookings VNKR declined. If VNKR re-lets the same slot to another renter, the rental fee VNKR receives for it is credited against the cancellation fee.

28. A request to change the date of a Rental counts as a cancellation and a new booking, unless VNKR agrees in writing to change the date without charge.

29. VNKR does not cancel or move a confirmed Rental, except in case of force majeure. VNKR may ask the Renter to agree to another date, but the Renter is not obliged to agree. Any agreed move is confirmed in writing, together with the compensation agreed between the parties.

30. If VNKR cannot make the Studio available because of force majeure, VNKR may cancel the Rental. Force majeure means circumstances beyond VNKR's reasonable control, such as fire, flooding, a failure of power or water supply, an official order closing the building or the Studio, government measures, a pandemic, a strike, or an emergency that makes the Studio unsafe. VNKR then refunds the rental fee paid in full. At the Renter's choice, the amount may instead be credited towards a new booking, and VNKR may offer a discount on that booking. The Renter has no claim to further compensation.

31. If the Studio is not available at the agreed time for any other reason attributable to VNKR, the Renter may choose between a new date and a full refund of the rental fee paid. Clause 51 applies to any further claim.

SAFETY AND HOUSE RULES

32. The Studio is equipped with fire extinguishers, which are inspected every year as required by law, an official escape plan displayed at the entrance of the Studio, a first-aid kit mounted on the door at the entrance of the Studio, and emergency lighting. The Renter shall make itself and its team familiar with their locations before the Rental starts.

33. The entry to the Studio consists of two doors: the original steel studio door and a second door that reduces noise from the hallway. The second door is the emergency exit of the Studio. This door opens by pulling, not by pushing. The Renter shall brief all persons in the Studio accordingly before the Rental starts, shall keep both doors and the escape route to them clear at all times, and shall not lock or block either door while persons are present in the Studio.
34. The Renter and all persons it brings to the Studio shall comply with these Terms, the House Rules, the Studio Guide, the Building Rules, the safety signage in the Studio and the reasonable instructions of VNKR. The Studio Guide forms part of the House Rules. The Renter shall read the Studio Guide before the Rental, follow it, and ensure that its team does the same.
35. Before the Rental starts, the Renter shall brief its team and guests on the escape route, the emergency exit in clause 33, the location of the fire extinguishers and the first-aid kit, and the House Rules. In the event of an emergency, all persons present shall follow the escape route and the instructions of the emergency services.
36. The following are prohibited in the Studio: smoke or haze machines, pyro effects, open flames, smoking (including vaping and e-cigarettes), drugs, alcohol, and productions or workshops that cause significant noise nuisance (for example, making music). Activities that disturb other users of the building are prohibited. Escape routes and exits shall be kept clear at all times, and fire extinguishers shall not be moved or used to hold doors open.
37. Electrical equipment that the Renter brings shall be in safe working condition. The Renter shall inform VNKR in advance of any equipment with high power consumption and shall not exceed the maximum electrical load stated in the Studio Guide. Drinks and other liquids shall be kept away from electrical equipment and sockets.
38. Any accident, injury, incident or damage occurring in the Studio shall be reported to VNKR immediately and recorded in the check-out form.
39. VNKR may refuse entry to, or require the departure of, any person who appears to be intoxicated or who poses a risk to the safety of persons, the Studio or its equipment.
40. The Renter shall leave the Studio clean, tidy and in the condition shown in the check-in photographs, and shall dispose of waste in the designated bins. If the Studio is not left in this condition, VNKR shall charge a fixed cleaning fee of EUR 75, excl. VAT. Where additional work is required, such as the removal of set pieces or materials left behind, the actual costs will be charged in addition.
41. The Studio is located in a building that VNKR does not own. The Renter and all persons it brings to the Studio shall comply with the House Rules and the Building Rules, and shall not cause nuisance to the other occupants of the building. VNKR may end the use of the Studio immediately if these rules are breached.

CONDITION, DAMAGE, DEPOSIT AND GEAR

42. Before the Renter starts using the Studio, the condition of the Studio and of any rented gear is recorded with photographs in a check-in form, which the Renter or its representative signs electronically. The Renter shall report any defect or damage that is not recorded within 30 minutes of the start of the Rental. At the end of the Rental, the condition is recorded in the same way in a check-out form. If the Renter does not complete the check-in, the photographs that VNKR took before the Rental are used as evidence of the condition at the start.
43. Defects and damage that are not recorded at check-in are presumed to have arisen during the Rental, unless the Renter shows otherwise. Normal wear and tear is excluded.

44. VNKR inspects the Studio and the gear after the Rental. VNKR notifies the Renter of any damage within 5 working days of the end of the Rental, with photographs and a cost estimate. The Renter may respond within 5 working days.

45. The Renter is liable for damage to, or loss or theft of, the Studio, its installations, furniture, props and rented gear that occurs during the Rental and is caused by the Renter, its team, its guests or its contractors. VNKR invoices the cost of repair or, where repair is not possible, the replacement value, taking into account the age and condition of the item.

46. Rented gear, props and furniture shall be used in line with the instructions given and returned complete and clean. Missing items are charged at replacement value.

47. The Renter's own gear and belongings are in the Studio at the Renter's own risk. VNKR is not liable for their loss, theft or damage, and the Renter is responsible for insuring them.

48. VNKR may require a refundable deposit, which is stated in the Quotation and paid together with the rental fee. If the Quotation does not mention a deposit, none is due. VNKR may deduct damage, extra time, cleaning fees and any other amounts due from the deposit, and refunds the remainder within 14 days after the end of the Rental. If the amounts due exceed the deposit, VNKR invoices the balance.

LIABILITY AND INSURANCE

49. Nothing in these Terms limits VNKR's liability for death or personal injury caused by its fault, for fraud or intentional fault, or for any liability that cannot lawfully be limited or excluded.

50. The Renter uses the Studio and everything in it under its own responsibility. VNKR is not liable for damage, loss or injury resulting from the use of the Studio by the Renter, its team, its contractors or its guests, except where VNKR itself caused it through its fault.

51. Subject to clause 49, VNKR is liable only for direct damage caused by its fault, and is not liable for indirect damage such as lost profit, lost bookings or costs of the Renter's crew, talent and contractors. VNKR's total liability per Rental is limited to three times the rental fee paid for that Rental.

52. The Renter indemnifies VNKR against claims of third parties, including the owner of the building, the Renter's team, guests, models, talent and rights holders, arising from the Renter's use of the Studio, its breach of these Terms, the House Rules or the Building Rules, or the content it produces, except to the extent that the claim was caused by VNKR's fault.

53. The Renter is responsible for appropriate insurance of its activities, its team, its guests and its equipment. On VNKR's request, the Renter shall provide proof of its insurance.

54. VNKR is not liable for an interruption of electricity, internet, heating or air conditioning, or for other technical failures that it could not reasonably have prevented.

PRIVACY AND CONTENT

55. The Renter is responsible for the personal data it records in the Studio, including obtaining the consent of the people filmed or photographed, and shall comply with applicable data protection law (GDPR).

56. VNKR uses a security camera at the entrance of the Studio and another in the equipment storage room. The set itself is not filmed. A camera pictogram is displayed at the door of the Studio. VNKR BV is the controller of the images, which it uses to prevent and detect theft, damage and nuisance. Access to the images is limited to a designated person at VNKR. Images

are kept for 30 days at most, unless they are needed to prove an offence, damage or nuisance. The Renter shall inform its team and visitors of the camera. More information is in VNKR's Privacy Policy at www.vnkr.studio.

57. The content the Renter produces in the Studio belongs to the Renter. VNKR does not acquire any rights in it.

TERMINATION AND FINAL PROVISIONS

58. VNKR may stop an activity at once where safety is at risk. In the event of a breach of these Terms, the House Rules or the Building Rules, VNKR first warns the Renter. If the Renter does not stop the breach, or if the planned use differs from what was agreed, if the maximum number of persons is exceeded and not corrected upon request, or if the use is unlawful, VNKR may end the Rental. In that case VNKR refunds the time not used, unless the breach was intentional or unlawful.

59. The Renter may not transfer the Rental to a third party or let others use the Studio without VNKR's prior written consent.

60. Notices under these Terms are sent by email to the addresses stated in the Quotation.

61. If any provision of these Terms is held invalid, the remaining provisions continue in full force and effect.

62. VNKR may amend these Terms for future Rentals. The version stated in the accepted Quotation applies to the Rental concerned.

63. Belgian law applies. The courts of Antwerp, division Antwerp, have exclusive jurisdiction over disputes arising from or in connection with a Rental. These Terms are drawn up in English. Translations are for convenience only.

ANNEX 1: HOUSE RULES

ARRIVAL AND DEPARTURE

- Access is granted from the start of the booked time. Set-up and breakdown take place within the booked hours.
- Short-term unloading is permitted in the green zone near the freight elevator. The freight elevator shall not be occupied for extended periods, as it is used by other occupants of the building.
- Parking for the day is available at Q-Park Godefriduskaai. Parking around the Studio is reserved for residents, and parking on Hessenplein or Paardenmarkt may result in a fine.
- Access is limited to the Studio. The equipment storage room and other parts of the building are not accessible.

SAFETY

- A maximum of 15 persons may be present in the Studio at any time.
- Familiarise yourself with the escape route, the fire extinguishers and the first-aid kit before work begins. The escape plan is displayed at the entrance of the Studio, and the first-aid kit is mounted on the entrance door.
- The entry to the Studio has two doors: the original steel studio door and a second door that reduces noise from the hallway. The second door is the emergency exit. It opens by pulling, not by pushing. Keep both doors and the route to them clear at all times.
- Fire extinguishers shall not be used to hold doors open.
- Any accident, injury, incident or damage shall be reported to VNKR immediately.
- Electrical equipment brought into the Studio shall be in safe working condition. Drinks shall be kept away from electrical equipment and sockets.

PROHIBITED

- Smoke or haze machines, pyro effects and open flames
- Smoking, including vaping and e-cigarettes
- Drugs and alcohol
- Loud productions or workshops, for example making music
- Changing, moving, painting, drilling or removing studio sets, studio walls or fixed structures, or modifying the building, without written permission
- Attaching anything to the floor, walls, ceiling or truss without written permission

DURING THE RENTAL

- Read and follow the Studio Guide.
- Switch off the three main ceiling lights before filming, as they interfere with the studio lighting.
- Use the lighting rig and equipment as instructed. Consult VNKR before making any adjustment you are unsure about.
- Keep noise to a minimum out of consideration for other occupants of the building.
- Keep the Studio door locked whenever the Studio is left unattended, including for short periods.
- A security camera is installed at the entrance of the Studio. The film set is not filmed.

AT THE END OF THE RENTAL

- Restore the Studio to its original condition, including the workshop or studio setup.
- Remove all waste, equipment, set pieces and branding, or dispose of waste in the designated bins.
- Switch off lights and equipment.
- Lock the Studio door and return the keys to their original location.
- Complete the check-out form. A fixed cleaning fee of EUR 75 (excl. VAT) applies if the Studio is not left clean and tidy.