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# STUDIO 402

## GUIDE & RULES

# WELCOME

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We have created this guide to help you properly prepare and plan your time in our space.

We want your experience to be as pleasant as possible, without hassle or surprise.

Please do not hesitate to contact us with any questions.

IT IS ESSENTIAL TO READ THIS GUIDE CAREFULLY,  
because you could lose your security deposit if you do not respect certain rules.

# STUDIO ACCESS

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The studio is located at **2485 Fleury Est**, east of Papineau, on the ground floor of a commercial duplex.

There is always space to **PARK** on the street just opposite (no parking meters), but watch out for signs, especially in summer.

Otherwise, just around the corner, on Iberville, it's residential without any vignettes.

There are a few **STEPS** to climb outside to get to the front door, so it's not wheelchair accessible, but no steps inside.

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When you arrive, if the door is locked, next to the front door outside, you will see a **KEYBOARD** where you must enter the code received by text message.

The **RED** light will turn **GREEN** and the door will unlock. This code unlocks the door and disarms the alarm.

The door self-locks at all times, so you will have to enter your code if you go out (do not prevent the door from closing).

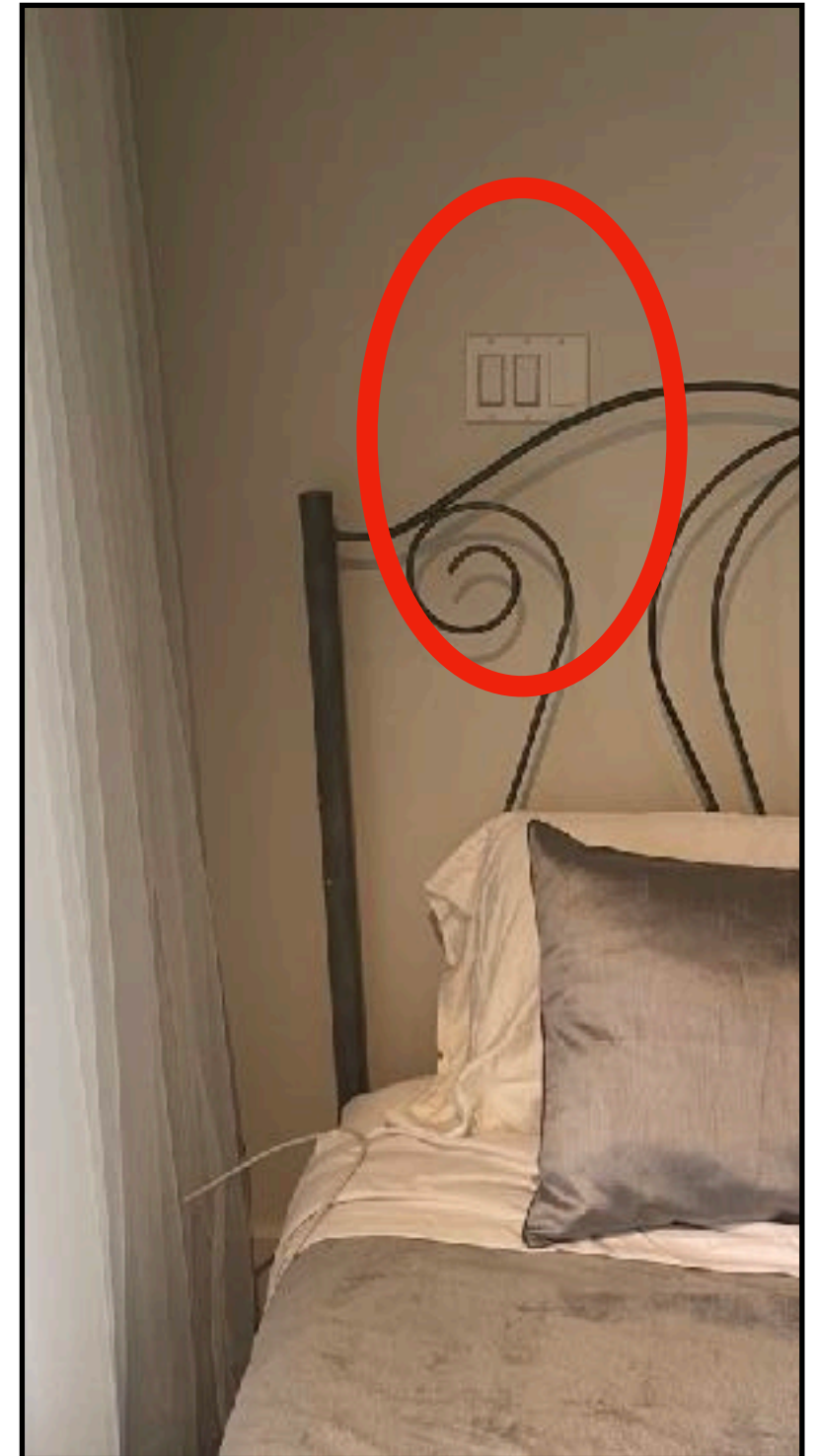
PLEASE NOTE that you can arrive and leave **MAX 5 minutes** before and after your reservation time, otherwise a 30min block will be deducted from your security deposit.

# THE SPACE

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Once inside :

- you can leave your **COATS** in the entrance wardrobe
- **REMOVE YOUR SHOES/BOOTS** so as not to soil the floor if they are dirty/wet (you are responsible for cleaning otherwise)
- the switch for the **LIGHTS** is on the wall behind the bed
- the **BATHROOM** is the 2nd door on your right



# PHOTO EQUIPMENT

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**STROBES** are in the open area.

The **flash TRIGGER** is on the black filing cabinet, in the kitchen at the back of the conference room.

It is **ESSENTIAL** to replace it there when you leave or you will lose your security deposit.

It is also possible to shoot in **NATURAL LIGHT**, as there are large windows in the front.

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The big octo softbox has a receiver permanently plugged in the back in the power outlet.

**Do NOT unplug** it or change the channel, it will trigger the flash when you use the flash trigger.

The 2 white pins must be **UP**.



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The 2 pins below the trigger must also be **UP**.

To test that there is communication between the 2, press the big button on top of the trigger, the small green light on the receiver should light up and the strobe will fire.

Then put the trigger on your camera (in manual mode).

The 2nd flash must be in "slave" mode (back of the strobe) and it will fire at the same time as the octo strobe.



# V-FLAT

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There are 2 V-flats (white and black) in the studio (behind the bed).

You can use them to block light or reflect it as needed.

**Be CAREFUL** in handling them so as not to break them!

# SEAMLESS PAPER BACKDROPS

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Various paper backdrops are available for you. However, you must have reserved them **WHEN BOOKING THE STUDIO**, because a 25\$-fee per backdrop is required.

If you forgot, it is essential to TEXT us during your shoot to ask us. If you don't, a \$100 fee will be deducted from your security deposit instead of \$25.

Price is for **REASONABLE use**. You will be charged extra if you use them excessively.

If the bottom is dirty, you can cut it off, BUT roll up the cut end and leave it in the kitchen. Cut **ONLY WHAT IS NECESSARY** (scissors are in the 1st drawer in the kitchen).

# DECORS

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You can use anything in the studio (furniture, scenery, props) **EXCEPT** what is in the cubes marked “private”.

The furniture must however remain in its specific decor and when you have finished, please replace everything, accessories included, as it was on your arrival,

Do not unhook the curtains.

# THE ROOM

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If your model uses the bed for **NUDE** photos, please remove the sheets when you leave and put them in the laundry bag in the bathroom near the toilet.

You can close and open the curtains, but no **NOT UNHOOK** them from the pole.

There is also an opaque blind to block the window light if needed.

# KIDS CORNER

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Various toys are available to occupy the children.

A beanbag for newborns, various colored backgrounds and accessories are also available for you. These are found in the 2 cube shelves (2x4 and 4x4) near the kitchen, each cube being identified with the content.

You can use everything as well as the baskets on the shelves. It is essential to **REPLACE** everything afterwards.



# CONFERENCE ROOM

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A large conference room is available near the kitchen, and is often used as a prep/makeup room, as there is a large table and several chairs.

A steamer and a clothes rack are there for you, as well as a high chair for make-up.

# MONTHLY THEMES

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Each month, accessories and decorations according to a specific theme are offered to you (Christmas, Back to school, etc.)

Everything is available in the open area, in the cubes behind the TV.

Feel free to use them, but of course, put them back when you leave.

If you need something specific, let us know before you arrive.

# KITCHEN

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The kitchen is accessible for you if needed.

Microwave, mini-fridge, toaster, plates and utensils are available.

Remember to **WASH your dishes** before you leave, or a charge will be deducted from your deposit.



# DING DONG....

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It is possible that the door bell will ring during your shoot.

If you are alone and our studio manager is not present, please open the door, often it is **THE MAILMAN** who has to leave a package that does not fit in the box outside. Just leave it in the entrance inside.

Sometimes, unfortunately, visitors show up unexpectedly, without an appointment. Please tell them to contact us ([info@le402.com](mailto:info@le402.com)) to make an appointment.

# MUSIC

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A Chromecast is available on the TV.

**BE CAREFUL** to put the controller back on the TV cabinet when you leave, or you will be charged some fees.

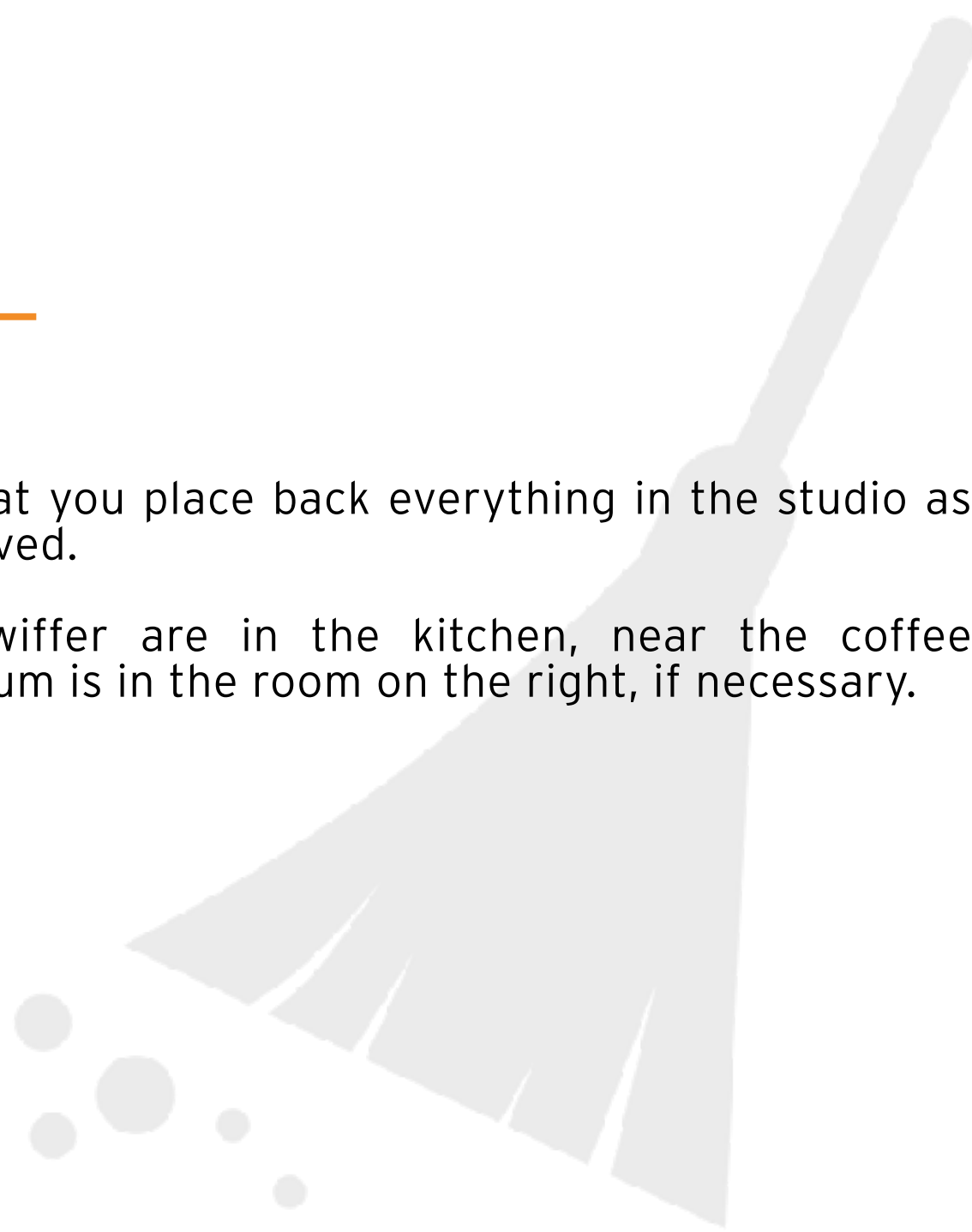
There is a tenant upstairs, so please keep the sound at **NORMAL VOLUME.**

# CLEANING

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It is **ESSENTIAL** that you place back everything in the studio as it was when you arrived.

A broom and a Swiffer are in the kitchen, near the coffee machine, and a vaccum is in the room on the right, if necessary.



# WIFI

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Wifi : Le402.Studio

Password: Jsqqjp73

# PHOTOS BEFORE / AFTER

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The studio being autonomous, we use the principle of “Communauto”. When you arrive, take the time to check the condition of the studio and text photos of the space to 514-262-7808.

When you leave, you need to do the same, to show the state when you are done.

This allows us to penalize people who have not cleaned or replaced the studio, and not yourself.

You will **lose your security deposit** if you do not send these photos.

# WHEN LEAVING

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- **PUT BACK** everything as it was when you arrived
- Place the flash **TRIGGER** on the filing cabinet and the **Chromecast** controller near the TV
- Send photos by **TEXT**
- **TURN OFF** the lights
- Make sure the door is **LOCKED** behind you when you leave

THANK YOU ! :)