



COMPOSURE

STUDIO



MASTER TERMS & CONDITIONS

VERSION 7

Composure Studio Pty Ltd | ABN: 41 687 352 218
Shop 2, 273 Charters Towers Road, Mysterton QLD 4812

PREPARED AS THE FINAL INTEGRATED VERSION FOR WEBSITE PUBLICATION,
CLIENT BOOKINGS, MEMBERSHIPS AND GENERAL STUDIO USE.
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Composure Studio T&C's

Introduction

We are glad you have chosen Composure Studio for your photoshoot, podcast, content session, business use, workshop, private event or creative booking.

Composure Studio has been designed as a flexible, professional and welcoming space for creatives, businesses and the wider community. These Terms and Conditions are intended to set clear expectations, protect the studio and its users, and help every booking run smoothly.

These terms apply to all bookings, memberships, studio hire, podcast studio use, events, attendees, guests, contractors, suppliers and any person entering or using the premises. They are written to be clear to all users of the space while also protecting the business, the studio assets and everyone who enters.

While a signature may be requested in some instances, confirmation of a booking, payment of an invoice, use of membership access, or entry into the studio constitutes acknowledgement and acceptance of these Terms and Conditions.

1. Acceptance of Terms

By booking Composure Studio, entering the premises, using membership hours, attending an event, or participating in a session, the Hirer agrees to these Terms and Conditions.

The Hirer accepts responsibility for ensuring that all guests, clients, staff, contractors, suppliers, attendees, models, minors, animals and other persons associated with the booking also comply with these Terms and Conditions.

The purpose of these terms is to provide clarity, fairness and safety. They are not intended to complicate the booking process, but they are enforceable and must be followed.

2. Definitions

- *Composure Studio* means Composure Studio Pty Ltd, its owners, managers, representatives, employees, contractors and authorised agents.
- *Hirer* means the person, business, organisation, member or entity who makes, pays for, controls or is responsible for the booking.
- *Guest* or *attendee* means any person who enters the studio in connection with the Hirer's booking, including clients, models, photographers, videographers, staff, suppliers, contractors, children, family members, invitees and event guests.
- *Studio* means the premises, furniture, fittings, equipment, props, access areas, storage areas, facilities and any other property made available by Composure Studio.
- *Booking time* means the total booked period and includes arrival, setup, pack-down, cleaning and departure.
- *Standard hours* means Monday to Sunday, 9:00am to 5:00pm.
- *After-hours* means any approved use before 9:00am or after 5:00pm, up to the hard closing time of 10:00pm.

3. Bookings, Payments, GST and Fees

All bookings must be confirmed directly through Composure Studio or through an approved booking process. A booking is not confirmed until the required payment, deposit or written confirmation has been accepted by Composure Studio.

Full payment is required prior to the booking unless otherwise agreed in writing. In some cases, a non-refundable deposit may be required to secure a date, particularly where a booking is scheduled more than one month in advance.

All studio hire fees, membership fees, services and add-ons are quoted exclusive of GST unless otherwise stated. Payment processing fees, including Stripe fees or other transaction charges, may apply and remain payable by the Hirer.

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Composure Studio T&C's

3. Bookings, Payments, GST and Fees - *Continued*

Any additional charges, including overtime, cleaning, damage, additional hire items, replacement costs, missing items, loss of income, emergency service charges or recovery costs, will be invoiced separately and are payable within seven (7) days.

Pricing is locked at the time of booking, unless the Hirer changes the booking type, duration, time, service level or after-hours requirement.

4. Minimum Hire Periods

- Studio Hire: minimum two (2) hours.
- Podcast Studio Hire: minimum two (2) hours.
- Events, workshops, private functions and group bookings: minimum four (4) hours.

Bookings made below the minimum hire period may be adjusted and charged at the relevant minimum booking duration.

5. Studio Hours, After-Hours and Closing Time

- Standard studio hours are Monday to Sunday, 9:00am to 5:00pm.
- After-hours use is any approved use before 9:00am or after 5:00pm. After-hours bookings are subject to availability and must be approved by Composure Studio.

The studio closes at 10:00pm. All bookings must be completed, cleaned, packed down and fully vacated by 10:00pm.

Use after 10:00pm is not permitted unless Composure Studio has given express written approval in advance. Failure to vacate by 10:00pm may result in additional charges, cancellation of future bookings, suspension of membership access or termination of the booking without refund.

6. After-Hours Rates

All after-hours usage is charged at two times (2x) the applicable hourly rate.

The 2x rate applies to casual bookings, podcast studio bookings, membership use, events and any approved use outside standard hours.

Examples: studio hire at \$50 per hour becomes \$100 per hour after-hours. Podcast studio hire at \$80 per hour becomes \$160 per hour after-hours. Membership usage outside standard hours is charged at 2x the member's applicable or equivalent hourly rate.

After-hours charges are payable even where a booking uses prepaid membership hours. Membership hours are priced for standard-hours access only unless Composure Studio agrees otherwise in writing.

7. Membership Terms

Memberships are designed for consistent studio use and structured access. Memberships do not create exclusive possession, tenancy rights, sublease rights, storage rights or any right to access the premises outside approved bookings.

Memberships are paid monthly in advance and are non-refundable. Memberships are subject to the minimum commitment period attached to the selected package.

- Growth: three (3) month commitment.
- Momentum: six (6) month commitment.
- Signature: twelve (12) month commitment.

Studio membership hours and podcast membership hours **must** be used within the relevant billing month or membership period specified by Composure Studio.

Unused hours do not roll over, cannot be exchanged for cash and are not refundable.

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Composure Studio T&C's

7. Membership Terms - Continued

Membership pricing does not include additional hire items, cleaning, add-on services, podcast build services, after-hours charges, event fees, damage costs, guest charges if later introduced, or any other additional service unless expressly stated in writing.

Memberships may include benefits such as priority booking, discounted offers on add-on hire items or personalised access arrangements, but these benefits remain subject to availability and Composure Studio's booking rules.

8. Membership Usage Rules

- Membership hours apply within standard studio hours only, being Monday to Sunday, 9:00am to 5:00pm.
- All membership bookings must be made directly through Composure Studio or through an approved booking channel.
- Membership time may be gifted or used for another person only where Composure Studio permits it. The original member remains the Hirer and remains fully responsible for the booking, guests, conduct, damage, cleaning, overtime and any additional charges.
- Membership access may not be resold, transferred, sublet or used to operate an unauthorised hire business from the studio.
- Members must not share access codes, keys, security information or entry arrangements with any person who is not authorised for that booking.
- All membership use remains subject to these Terms and Conditions.

9. Cancellations, Rescheduling and No-Shows

- Cancellations made more than forty-eight (48) hours prior to the booking may be rescheduled once at no additional cost, subject to availability.
- Cancellations within forty-eight (48) hours of the booking incur a 50 percent cancellation fee.
- Cancellations within twenty-four (24) hours of the booking incur a 100 percent cancellation fee.
- No-shows are treated as cancellations within 24 hours and are not refundable.
- Membership bookings cancelled late may still be deducted from the member's allocated hours at Composure Studio's discretion.
- In the event of emergencies or circumstances beyond Composure Studio's control, Composure Studio may cancel or reschedule a booking. Where this occurs, fees paid may be refunded or the booking rescheduled at no additional cost, unless the interruption is caused by the Hirer or their guests.

10. Studio Access, Booking Time and Overtime

Studio access is provided strictly for the confirmed booking period. Guests may arrive no more than five (5) minutes before the booking start time unless Composure Studio has approved earlier access.

Booking time includes all setup, pack-down, cleaning, loading, unloading, photography, filming, recording, event preparation and departure. The Hirer must ensure all people and items have left the premises by the end of the booking time.

Overtime is charged in 15-minute increments and may be calculated using smart door access logs, CCTV time records, booking system records or any other reasonable evidence of access and use.

Access logs and CCTV records are final for determining arrival, departure and overtime. Overtime charges will be invoiced separately and are payable within seven (7) days.

The studio must be vacated by 10:00pm regardless of overtime. Use beyond 10:00pm is not a right and may be treated as a serious breach.

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Composure Studio T&C's

11. Respect for the Space and General Conduct

Composure Studio is a shared professional environment. All guests must treat the space, neighbouring businesses, other users and studio property with care and respect.

- Smoking and vaping are strictly prohibited inside the studio and within five (5) metres of the entrance.
- All furniture, props, equipment and fittings must be used respectfully and as intended.
- Running, climbing, jumping, throwing objects, hanging from structures or using furniture unsafely is not permitted.
- Harassment, coercion, discrimination, intimidation, abuse, unsafe behaviour or inappropriate conduct will not be tolerated.
- Explicit or adult entertainment content is not permitted within the studio. Composure Studio does not hold an Adult Entertainment Permit. Adult entertainment includes content where anything beneath a bikini / underwear bottom is exposed.
- If a Hirer is unsure whether proposed content is suitable, including boudoir, lingerie, bikini shoots or live art models, the Hirer must contact Composure Studio in advance for clarification.

12. Furniture, Props, Equipment and Materials

- Furniture and props may be moved to suit the session but must be returned to their original positions before departure.
- Standing on furniture or using items in a way that could cause damage is not permitted.
- Body makeup, oils, fake tan, glitter, paint, confetti, powders, liquids, food colouring and similar materials must be used carefully. Any staining or damage may result in professional cleaning or full replacement costs.
- External props, furniture or equipment may be brought into the studio only where setup and pack-down occur within the booking time and the items do not damage, mark or create risk to the premises.
- Any items accessed from storage areas must be returned to their original location. Missing or damaged items may incur replacement fees.
- No equipment, lighting, fittings, cables, fixtures, backdrops, stands, walls, ceiling points or load-bearing items may be altered, modified, removed or installed without written approval.

13. Cleaning and Condition of the Studio

The studio must be left clean, tidy and in the same condition it was provided. If additional cleaning services are not pre-booked, the Hirer is responsible for cleaning the space within the booking period.

- A professional cleaning service may be available by arrangement and must be pre-booked where required.
- If the studio requires cleaning after a booking, cleaning fees will be charged to the Hirer.
- Confetti, smoke residue, paint, craft materials, food waste and similar items must be fully cleaned before departure, unless Composure Studio has approved alternative arrangements in writing.
- Destructive items, including fake blood, flares, hazardous substances or similar materials, are not permitted unless expressly approved in writing and adequately controlled.
- Paint is permitted only with prior approval and a clear plan to protect surfaces and remedy any drops, spills or marks.
- All rubbish must be placed in the bins provided. Excess or large waste must be removed from the premises by the Hirer.

14. Fire Safety and Open Flame Policy

Safety is a priority. The Hirer must ensure that all use of the studio complies with fire safety requirements and does not create risk to people, property or neighbouring premises.

- Candles and small open flames are permitted only when used responsibly, supervised at all times and kept away from flammable materials.
- Flares, sparklers, fireworks, pyrotechnics, smoke devices, hazardous chemicals, unsafe smoke effects or similar items are strictly prohibited unless approved in writing and legally compliant.
- Fire safety equipment, including fire extinguishers and a fire blanket, is located at the rear of the studio along the back wall.

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Composure Studio T&C's

14. Fire Safety and Open Flame Policy - *Continued*

- The Hirer is responsible for any fire, smoke, heat, alarm, water, extinguisher, contamination or emergency-related damage caused during their booking.
- If a fire alarm is activated or emergency services are called due to the Hirer's actions or the actions of their guests, all associated costs will be charged to the Hirer.
- Management may immediately stop unsafe activity or end a booking without refund if fire safety rules are breached.

15. Surveillance, CCTV and Security

Composure Studio operates in accordance with applicable security surveillance and privacy requirements. The studio is monitored by 24/7 CCTV for safety, security and asset protection purposes only.

- By entering the studio, all guests consent to CCTV monitoring.
- CCTV footage is securely stored, retained for a limited period and automatically overwritten in line with standard surveillance practices.
- CCTV footage is not sold, shared or used for marketing or commercial purposes.
- Footage may be accessed by authorised management where reasonably required for safety, compliance, incident investigation, damage assessment, access disputes, overtime review, missing property, breach investigation or protection of the studio and its occupants.
- Cameras must not be covered, obstructed, disabled, moved or interfered with under any circumstances.
- Interference with CCTV, smart locks, alarms, access systems or security systems may result in immediate termination of the booking without refund and further recovery action.
- CCTV is not used to listen to conversations or to monitor guests unnecessarily.

16. Animals in the Studio

- Animals are welcome only with prior written approval.
- Pets are permitted for photoshoots or medical reasons only, unless Composure Studio agrees otherwise in writing.
- All animals must remain supervised and under control at all times. Leashes may be briefly removed while photos are being captured where safe and appropriate.
- Animals are not permitted on sofas, white cushions, white chairs or other restricted furniture unless approved by Composure Studio.
- Any accidents must be cleaned immediately. Pet hair must be vacuumed before departure.
- The Hirer is responsible for any damage, cleaning, odour, injury or disruption caused by animals.

17. Children and Underage Models

- Children must be supervised at all times while on the premises.
- For safety and preservation of the space, running, jumping, climbing, throwing items or hanging from studio structures is not permitted.
- Models aged 16 years and under must be accompanied by a parent or legal guardian at all times. *Photographers or creatives do not qualify unless they are the legal guardian.*
- Any creative, photographer, videographer, business or person working with children must hold a current Queensland Blue Card where legally required and must produce it upon request.
- The Hirer is responsible for ensuring that all child safety, consent, supervision and legal requirements are met.

18. Events, Occupancy and Neighbour Consideration

- Maximum occupancy is limited to 26 persons at any one time, in line with fire safety and operational requirements - NO EXCEPTIONS.
- Where events involve guest flow, a ticketing, scheduling or attendance system must be used to ensure the maximum occupancy limit is not exceeded.
- The Hirer is responsible for ensuring guests are aware of exits, safety requirements and evacuation procedures.

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Composure Studio T&C's

18. Events, Occupancy and Neighbour Consideration - *Continued*

- Noise, behaviour and movement must remain respectful to neighbouring businesses, residents and other users of the premises.
- Events require a minimum four (4) hour booking unless otherwise approved.
- Composure Studio may end an event without refund where occupancy, safety, alcohol, noise, conduct or legal requirements are breached.

19. Food and Alcohol

- Composure Studio does not hold a food licence and is not a commercial kitchen. The studio operates as a BYO venue only unless otherwise agreed in writing.
- Any food or beverages brought into, prepared, served, sold or consumed within the studio are the sole responsibility of the Hirer.
- The Hirer is responsible for ensuring all food handling, storage, preparation, service, allergens, hygiene, safety and legal requirements are met.
- Alcohol is permitted on a BYO basis only and must be consumed responsibly and in accordance with Queensland law.
- The Hirer is responsible for managing guest behaviour, intoxication, responsible service issues, clean-up, spills and any alcohol-related incidents.
- Composure Studio accepts no liability for illness, injury, fines, penalties, claims or losses arising from food or beverage consumption.
- The Hirer must advise Composure Studio via the booking process if food and/or alcohol will be present so appropriate safety and cleaning arrangements can be considered.

20. Podcast Studio and Recording Equipment

- Podcast studio bookings require a minimum two (2) hour booking unless otherwise agreed.
- The Hirer is responsible for ensuring phones, cameras, laptops, SD cards, storage media and personal recording devices are correctly prepared, powered and suitable for use.
- Where studio audio or podcast equipment is used, the Hirer must follow all instructions provided by Composure Studio.
- Studio SD cards, recording media, cables, microphones, headphones, stands, cameras, lighting or podcast equipment must not be removed, unplugged, altered, reset, reconfigured or tampered with unless approved by Composure Studio.
- The Hirer should bring their own SD card, storage device or transfer method where required. Composure Studio is not responsible for lost, corrupted, incomplete, overwritten or failed recordings except where required by law.
- Podcast build packages, guided sessions, content planning, editing, clips or other services are separate from access fees unless expressly included in the booking.

21. Talent, Image Use, Releases and Commercial Content

- The Hirer is responsible for obtaining all required permissions, licences, consents, model releases, talent releases, location-related approvals, music licences, brand permissions and intellectual property rights.
- Composure Studio is not responsible for disputes relating to consent, image use, ownership, licensing, release forms, music, logos, brands, products, client approvals, advertising claims or publication of content.
- The Hirer is solely responsible for all content created, recorded, photographed, filmed, live-streamed, published or distributed in connection with the booking.
- Composure Studio accepts no liability for copyright infringement, defamation, misleading or deceptive conduct, regulatory breaches, privacy breaches, platform breaches, advertising claims, client disputes or how content is used or distributed.
- With permission, Composure Studio may use images of the studio from a booking for promotional purposes. No payment or royalties apply unless agreed in writing.
- The Hirer must disclose if the booking is for paid client work, advertising, commercial production, branded content or public distribution.

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Composure Studio T&C's

22. Code of Conduct for Businesses and Creatives

All professionals operating within the studio are expected to uphold high standards of professionalism, safety and care.

- All behaviour must be respectful, inclusive and appropriate.
- Harassment, coercion, intimidation, discrimination, unsafe direction, inappropriate touching, pressure, threats or abusive behaviour will not be tolerated.
- All participants must provide informed consent and may withdraw consent at any time.
- Management reserves the right to intervene, pause or end a session where conduct, content or safety is of concern.
- The Hirer remains responsible for the conduct of all participants and any consequences arising from the session.

23. Damage, Loss, Bonds and Cost Recovery

Any damage identified during or after a booking that is attributable to the Hirer, their guests, contractors, suppliers, attendees, animals or equipment remains the Hirer's responsibility.

- Composure Studio may request a bond for higher-risk bookings, events, after-hours bookings, larger groups, unfamiliar users, bookings involving animals, food, alcohol, paint, smoke, props or other elevated risk.
- Where applicable, bonds are returned within three (3) business days following inspection, less any deductions for damage, cleaning, missing items, overtime or other charges.
- Damage is charged at full replacement value, not depreciated value, and may include sourcing, shipping, installation, labour, administration and recovery costs.
- The Hirer is liable for professional cleaning, repairs, replacement, loss of income, downtime, cancelled bookings, emergency call-outs and any other reasonable cost arising from damage, misuse, breach or failure to secure the premises.
- Composure Studio may recover unpaid amounts through lawful debt recovery processes.

24. Studio Property and Removal of Items

- All furniture, props, décor, equipment, fixtures, fittings, access devices, recording equipment and other studio items remain the property of Composure Studio unless expressly stated otherwise.
- No item may be removed from the premises under any circumstances without written permission.
- If any item is removed, taken, misplaced, damaged or missing following a booking, the Hirer is responsible for returning the item immediately or covering the full replacement cost, including sourcing, shipping, labour and administrative costs.
- Composure Studio reserves the right to review CCTV footage and take further action where studio property has been removed without permission.

25. Security, Access Codes and Exit Responsibility

- The Hirer is responsible for ensuring that all access points, including both entry doors, are locked and secured before leaving the premises.
- If a door is left unlocked or open, the Hirer is responsible for any unauthorised access, unwelcome guests, theft, damage, loss or incident that occurs as a result.
- Access codes, keys, smart lock access, alarm details or security information must not be shared with any unauthorised person.
- Composure Studio may cancel, suspend or change access arrangements where access details are misused or shared without permission.
- The Hirer must report any security issue, missing item, broken lock, door issue, alarm issue, damage, spill, injury or incident as soon as practicable.

26. Liability, Risk and Insurance

Use of the studio is at the Hirer's own risk. Composure Studio is not responsible for loss, theft or damage to personal belongings, professional equipment, hired equipment, client property or third-party items except where required by law.

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Composure Studio T&C's

26. Liability, Risk and Insurance - Continued

Composure Studio maintains public liability insurance. However, insurance applies only where Composure Studio is legally liable and does not cover all activities, incidents, commercial work, production use, events, guests, client property, professional advice, content disputes, unsafe activity or unlawful conduct.

The Hirer accepts full responsibility for their own actions and the actions of all guests, clients, contractors, suppliers, attendees, children, animals and any other persons associated with the booking.

The Hirer is strongly encouraged, and for commercial use may be expected, to hold appropriate insurance including public liability insurance, equipment insurance, professional indemnity insurance and any other cover relevant to the booking or activity.

27. Indemnity and Legal Responsibility

To the maximum extent permitted by law, the Hirer agrees to indemnify and hold harmless Composure Studio, its owners, managers, employees, contractors and representatives from any claims, losses, costs, damages, expenses, fines, penalties, legal fees or liabilities arising from the booking, use of the premises, conduct of attendees, content created, breach of these Terms and Conditions, unlawful activity or negligent act or omission by the Hirer or their guests.

Composure Studio is not liable for, and expressly excludes responsibility for, any fines, penalties, infringement notices, claims, lawsuits, charges or legal consequences incurred by the Hirer or their guests. This includes matters relating to harassment, discrimination, smoke or fire breaches, activation of fire alarms, adult entertainment or content breaches, copyright or intellectual property infringement, licensing breaches, food or alcohol breaches, privacy breaches or any unlawful or non-compliant activity, whether committed knowingly or unknowingly.

Nothing in these Terms and Conditions excludes any rights that cannot be excluded under Australian Consumer Law.

28. Prohibited and High-Risk Activities

The following activities are prohibited unless Composure Studio gives express written approval and all legal, safety and insurance requirements are satisfied:

- Illegal activity or unlawful use of the premises.
- Hazardous chemicals, unsafe substances, flares, fireworks, pyrotechnics, uncontrolled smoke devices or dangerous materials.
- Unsafe rigging, climbing, load-bearing modifications, wall or ceiling attachments, construction or installations.
- Adult entertainment content or any activity requiring permits or approvals Composure Studio does not hold.
- Any activity that breaches fire, safety, insurance, lease, council, health, liquor, child safety, privacy or other legal requirements.
- Any activity that Composure Studio reasonably considers unsafe, inappropriate, damaging, unlawful, disruptive or inconsistent with the intended use of the studio.

29. Breach, Refusal of Access and Termination

- Failure to comply with these Terms and Conditions may result in immediate termination of the booking without refund.
- If management raises a concern during a booking and it is not promptly addressed, the booking may be ended.
- Composure Studio may refuse access, suspend membership, cancel future bookings or require a bond where a Hirer has breached these terms, failed to pay invoices, damaged property, misused access, behaved unsafely or created risk.
- Termination of a booking does not remove the Hirer's responsibility to pay for damage, cleaning, overtime, replacement costs, loss of income or other amounts owing.

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Composure Studio T&C's

30. Force Majeure and Studio-Initiated Changes

Composure Studio is not liable for cancellations, interruptions, delays, loss of use or disruption caused by events outside its reasonable control, including power outages, equipment failure, weather events, flooding, fire, illness, emergencies, building issues, landlord requirements, government restrictions, safety issues or other unforeseen circumstances.

Where Composure Studio must cancel or reschedule a booking for reasons outside its control, Composure Studio may offer a refund, credit or rescheduled booking, depending on the circumstances and whether the Hirer contributed to the issue.

31. Updates to Terms, Governing Law and Priority of Documents

These Terms and Conditions are reviewed periodically to ensure clarity, fairness, operational suitability and compliance.

Composure Studio may update these Terms and Conditions at any time. The applicable version is the version published or provided at the time of booking, unless the Hirer agrees to updated terms or the update is required for safety, compliance or insurance purposes.

Where there is any inconsistency between website wording, booking emails, invoices, membership brochures, pricing guides or informal messages, this Master Terms and Conditions document applies to the extent of the inconsistency unless Composure Studio agrees otherwise in writing. These Terms and Conditions are governed by the laws of Queensland, Australia.

Authorised by: Composure Studio Pty Ltd

Michelle Blythe – Founder & Creative Director

Terms & Conditions Updated: Wednesday 24th June 2026

END