

# Rules of the "Boltaem" Podcast Studio

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By booking our studio, you automatically agree to our rules.

## General Studio Rules

1. The standard working hours of the studio are from 11:00 am to 23:00 pm. With an approved booking request, the studio may be opened during the night period from 23:00 pm to 11:00 am.
2. The minimum booking duration is 1 hour.
3. It is prohibited to wear outdoor shoes in the shooting hall. You may bring your own indoor shoes or use slippers provided by the studio administrator.
4. By renting the studio, you confirm that you are financially responsible for any damage caused to the equipment, backdrops, furniture, glass, and movable structures of the studio, as well as for the actions of individuals present in the studio during the shoot.
5. The use of any coloring, loose, staining, contaminating substances, and confetti is prohibited.
6. Food consumption is allowed only in the waiting area. The waiting area provides free access to drinking water, tea, coffee, and candies. Only drinks in cups using wooden coasters provided by the studio are allowed in the shooting hall.
7. The studio reserves the right to deny booking to individuals who have previously violated public order or the rules of the "Boltaem" studio or other photo/video studios.
8. In case of material damage to the studio, the renter is obliged to compensate the cost of the damage on the spot. The renter is also responsible for the visitors accompanying them.
9. After the use of the studio, the administrator conducts an external inspection of the hall for cleanliness and order. If contamination or disorder is detected, the renter is obliged to clean up and eliminate the contamination or damage themselves or pay for the cleaning of the hall according to the current rates.
10. It is prohibited to wear outdoor shoes in the halls. You may bring your own indoor shoes or use slippers provided by the studio administrator.
11. Smoking and consuming alcoholic beverages are prohibited on the studio premises.
12. Being in the studio under the influence of alcohol or drugs is also prohibited.
13. Pets are not allowed in the studio.
14. The studio is not responsible for items left in the halls but makes every effort to ensure their safety. Found items in the halls are handed over to the reception for storage. Items are guaranteed to be stored for 2 weeks, and administrators contact clients if it is clear during which rental the item was forgotten. We ask clients to pick up items found in the studio as soon as possible.

## Rental Time Calculation

1. The start of the studio rental is considered the booked time, not the actual start time of the shoot.
2. The minimum extension time is 30 minutes.
3. In case of early completion of the shoot, the booked time is paid in full.
4. Any delay in vacating the hall is rounded up to 30 minutes or 1 hour and paid at the rental rate for that time.
5. When renting the studio for self-shooting, equipment setup and the operator's preparation are included in the booked time. By the end of the rental, the operator must be fully packed, and the hall vacated. If the shoot is completed but the operator with all equipment is still in the hall, the rental is considered incomplete, and an additional fee for the delay will be charged.

## Booking and Cancellation

1. The booking is entered into the calendar, and the time is considered reserved for the client after a 50% prepayment is made.
2. If the client books the studio for self-shooting without sound recording, a 100% prepayment is required to confirm the booking.
3. The studio must be booked no later than 24 hours in advance by calling +7 962 700 0082 (calls accepted from 11:00 to 21:00), or through any convenient messenger – Telegram @Podcast\_Spb, WhatsApp, or

through the VK group administrator - <https://vk.com/studiopodcastspsb>.

4. If the studio is free after the booked time, the shooting time can be extended according to the current rates.
5. In case of delay, the booked time is not extended but is paid in full.
6. If you have booked the studio, the rental request can be canceled free of charge no later than 48 hours before the start of the shoot.
7. The request can be canceled:
  - By calling +7 962 700 0082
  - By writing to the VK group administrator <https://vk.com/podcastspsb>
  - By writing to the studio's Telegram - [https://t.me/Podcast\\_Spb](https://t.me/Podcast_Spb)
8. If the rental request is canceled later than 48 hours before the start of the shoot, you will need to pay 50% of the booked time. If canceled less than 24 hours before or in case of no-show – 100% of the rental cost.
9. The booking can be rescheduled once, with notification provided no less than 48 hours before the booked time. In case of cancellation of the rescheduled time, the prepayment is non-refundable.
10. The studio cannot be held responsible for circumstances causing the client to cancel/reschedule the booking. By booking the studio, you agree to our rules and assume the risks of any force majeure on your part.
11. If payment is not received, further booking and use of the studio are possible only after settling the debt.
12. If you book night or morning hours (from 23:00 to 11:00), the request must be submitted no later than 24 hours before the start of the shoot, as the administrator processes requests during working hours (from 11:00 to 23:00).

### **Payment and Prepayment**

1. The prepayment amount is 50% of the service cost and must be made within 1 hour after receiving the payment details.
2. The remaining 50% is paid on-site to the administrator before or after the shoot.
3. In the absence of prepayment, the administrator does not enter the booking into the calendar, and other clients may book the time.

### **Procedure for Providing and Storing Materials**

1. Raw materials are provided as a link to Yandex Disk. Files are distributed into folders, with video from each camera and the audio track separately.
2. When recording with studio microphones, the audio track is provided separately from the video if editing is not ordered.
3. The raw materials are provided within 1-2 days after the shoot. Video editing timelines should be clarified with the administrator.
4. Materials are stored on Yandex Disk and the operator's computer hard drive for 3 days inclusive from the moment of provision. On the last day of storage, the administrator contacts the client and reminds them of the storage period.
5. If the client confirms that the files have been downloaded and checked, the materials are deleted from Yandex Disk and the computer's hard drive without the possibility of recovery.
6. If the client does not respond within 24 hours after the administrator's reminder and does not confirm that the materials can be deleted, the studio reserves the right to delete the materials without the possibility of recovery, without waiting for the client's response.
7. On the computer, you can click "Save to Yandex Disk" if you have your own Yandex Disk. In this case, the files will remain on your disk even after deletion from ours.
8. Alternatively, click the "Download All" button (downloading may require the Yandex Disk program on your computer).
9. The materials provided by the studio are not intended for downloading to a smartphone.
10. Editing the materials provided by the studio requires a professional computer with at least 64GB of RAM and a 6GB graphics card. The size of raw materials for a one-hour podcast shot with 3 cameras in 4K resolution can be around 180GB, so we do not guarantee that materials shot in our studio can be edited on a smartphone.

### **Additional Services**

1. Technical specifications/edits for video editing, audio editing, and design are accepted only in text form. Technical specifications/edits communicated during a phone call or via voice messages will not be accepted.
2. Refunds for podcast editing, talk video editing, Reels, and cover design services are possible no later than 48 hours before the start of the shoot.
3. If edits/timcodes/technical specifications for podcast/talk video/Reels/cover design editing are not submitted within 1 month after receiving the completed work, the service is automatically considered completed.
4. If the client does not submit edits within 1 month and does not contact to confirm the continuation of work, we reserve the right to delete all materials from Yandex Disk and the hard drive without the possibility of recovery.

### **Bonus Program**

1. Every client automatically participates in our bonus program.
2. After the first visit, the client is issued a permanent client bonus card.
3. The discount level depends on the total amount spent by you in the studio over time:  
Total payment amount:
  - From 15,000 to 50,000 rubles – 5% discount
  - From 50,000 to 100,000 rubles – 10% discount
  - From 100,000 to 200,000 rubles – 15% discount
  - Over 200,000 rubles – 20% discount on studio services.
4. The permanent client discount does not apply to Reels editing, cover design, or subscription services.