

# Rental rules of the studio "Boltaem"

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

## General studio rules

1. Standard studio hours are from 11:00 am to 11:00 pm. Subject to an approved reservation, the studio may be open overnight from 11:00 pm to 11:00 am. The minimum booking period is 1 hour.
2. Showing of the hall without a reservation is carried out by prior arrangement with the administrator, provided that the hall is free, or during a break between rentals.
3. By renting a studio, you confirm that you are financially responsible for damage caused to equipment, backgrounds, furniture, glass and mobile structures of the studio, as well as for the actions of persons present in the studio during filming.
4. The use of any coloring, bulk, soiling, polluting substances or confetti is prohibited.
5. You can only eat food in the waiting area. In the waiting area there is free access to: drinking water, tea, coffee, and sweets. You can take drinks in glasses into the studio shooting room using wooden coasters provided by the studio.
6. The studio has the right to refuse booking to persons who have previously violated public order and the rules of the Boltaem studio or other photo/video studios..
7. In case of material damage to the studio, the tenant is obliged to compensate the cost of the damage on the spot. The tenant is also responsible for the visitors who arrived with him.
8. After finishing using the studio, the administrator carries out an external inspection of the room to determine the degree of contamination and order. In case of detection of dirt and disorder, the tenant is obliged to restore order and eliminate dirt or damage on his own or pay the cost of cleaning the hall according to the current prices.
9. Street shoes are prohibited in the halls. You can bring indoor shoes or use slippers, which will be offered to you by the studio administrator.
10. Smoking and drinking alcoholic beverages is prohibited on the studio premises.
11. Being in the studio under the influence of alcohol or drugs is also prohibited..
12. The studio is not responsible for things left in the halls, but whenever possible it does everything to keep them safe. Items found in the halls are deposited at the reception. Items are guaranteed to be stored for 2 weeks; administrators contact clients in cases where it is clear at 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 to be the stated time that you booked, and not the actual start time of filming.
2. The minimum extension of shooting time is 30 minutes.
3. If the shooting is completed before the end of the booked time, the reserved time is paid fully.
4. Any delay in vacating the hall is rounded up to 30 minutes or 1 hour and is paid at the rental price for this time.

## Reservations and Cancellations:

1. The studio can be booked no later than 2 hours in advance by phone +7 962 700 0082 (calls accepted from 11:00 am to 09:00 pm) or via any messenger convenient for you - Telegram @Podcast\_Spb, Whatsapp, or via the VK group administrator - <https://vk.com/studiopodcastsrb>
2. If the studio is free after the booked time, you can extend the shooting time according to the current tariffs.
3. In case of delay, the booked time will not be extended, but will be paid in full.
4. If you have booked the studio, your rental application can be canceled no later than 48 hours before the start of filming free of charge.
5. You can cancel your application:

- by calling +7 962 700 0082
  - by writing to the administrator of the VKontakte group <https://vk.com/podcastspsb>
  - by writing in the telegram studio - [https://t.me/Podcast\\_Spb](https://t.me/Podcast_Spb) Отменить заявку можно:
6. If your studio rental request is canceled later than 48 hours before the start of the shoot, you will be required to pay 50% of the time you booked. If canceled less than 24 hours in advance or no-show - 100% of the rental price.
  7. If payment is not received, further booking and use of the studio is possible only if the debt is paid off.
  8. If you book night or morning hours (from 11:00 pm to 11:00 am), the application must be left no later than one day before the start of the shooting, since the administrator processes applications during working hours (from 11:00 am to 23:00 pm).
  9. It is impossible to book a studio earlier than six months before the rental date. In case of booking more than a month before the rental date and subject to changes in rental rates, the final payment will take into account the rates in effect at the time of rental.

### **Payment and prepayment:**

1. The prepayment amount is 50% of the cost of the service and is paid immediately after completing the booking application.
2. You pay the remaining 50% to the administrator at the studio before or after the shooting.
3. If there is no prepayment, the administrator does not enter the reservation into the calendar and other clients may apply for this time.

### **Refund:**

1. Refunds for podcast editing, talk videos, Reels, and cover design services are possible no later than 1 month after ordering the service.
2. Refunds for the listed services are possible only if they were requested before the start of the service.
3. If edits/timcodes/technical assignment for podcast editing/talk videos/Reels/cover design were not sent within 1 month after receiving the completed work, the service is automatically considered completed.
4. If the customer has not sent edits within 1 month and does not contact us to confirm the continuation of the work, we have the right to delete all materials from Yandex disk and hard drive without the possibility of recovery.