

PodBooth terms of service (current as of Nov 2021):

Recording service

The recording service includes multi-camera filming of up to 1-6 podcasters at a time. Podcasters have the choice of two podcasting areas: 1. Podcasting table, or 2. The Studio. Podcasters are required to adhere to their chosen session length. **Any overtime will be invoiced separately.** Podcasters will receive a visual warning from the recording engineer when their session is nearing completion. Podcasters who complete their session early can use the spare time to record supporting material e.g.: intros or social media bits for TikTok and/or Instagram.

We request that all podcasters and guests arrive at PodBooth at least ten-fifteen minutes prior to their session to allow time to settle in.

Editing service

The editing service includes full episode editing and integration of graphics and up to ten images (optional). The episode editing service includes the creation of two short branded promotional snippets to promote the episode on social media.

All materials including finalised logos and images must be provided to PodBooth prior to episode editing commencement. We can not begin editing episodes until all logos, extra footage, images and graphic elements have been provided. (What may seem like a small change, like changing a logo, can equate to hours of extra processing time). Images, graphics and footage can be uploaded through your client portal or emailed directly to rory@podbooth.com.au.

The editing service includes the opportunity to request **one round of changes per episode.** Changes can be requested through your client portal or by emailing rory@podbooth.com.au. Any additional rounds of changes will be invoiced separately. Email sandra@podbooth.com.au to request a quote for additional edits.

10-Pack usage and expiry

All ten-packs are valid for 380 days from the date of purchase, excluding planned and unplanned shut-downs. PodBooth will be closed from 21 December 2021 to 3 January 2022.

We understand that you may experience unforeseen circumstances. Expiry extensions can be requested by emailing sandra@podbooth.com.au.

Bookings

All bookings must be done using PodBooth's online booking system. The system operates on a first come, first served basis. Our primary hours of operation are Monday-Friday. Weekend, evening or early morning bookings can be requested by emailing rory@podbooth.com.au and are subject to availability.

Rescheduling and cancellations

Bookings can be cancelled and/or rescheduled via the online booking system. At this time PodBooth does not charge cancellation fees

Pre-paid casual booking cancellation policy

We understand that unforeseen circumstances happen. If you are unable to attend your session, and rescheduling is not viable, email sandra@podbooth.com.au to request a refund. We do not charge cancellation fees at this time. Any cancellations will be refunded in full, minus the merchant fee (Stripe = 1.75% + 30¢, PayPal = 2.6% + 30¢).

Covid-19 Policy

We ask that all studio attendees observe the current SA Health advice/mandates including wearing masks and social distancing. All studio attendees are required to use the Covid Safe Check-in. Hand sanitiser is placed at the entry of PodBooth and we ask that everyone sanitize their hands on arrival.

PodBooth uses steam sterilisation to clean the microphone pop filters after each session. Clean filters will be placed on the microphones before each session. The desk is sanitised between each session.

We ask that anyone who is feeling unwell or experience any cold or flu symptoms please refrain from entering the studio.

Branded media Walls and mugs

All media walls, ordered as part of the 2021 Black Friday Packages are the property of PodBooth. Clients have usage rights of their media walls and mugs for the duration of their recording sessions, and during bump in/out for photography. It is PodBooth's responsibility to set up, pack away, clean and store the media walls and mugs.