# **Poddster Terms & Conditions**

Welcome to Poddster, an online platform for booking recording studios and additional services for recording podcasts. These Terms and Conditions outline the rules and regulations for the use of our software and services in Singapore.

#### Introduction

By using Poddster software and services in Singapore, you agree to these terms and conditions, our privacy policy, and any other guidelines or policies posted on our website. If you do not agree to these terms and conditions, you may not use our services.

#### Services Offered

Poddster offers a platform for booking recording studios and additional services for recording podcasts in Singapore. We also provide an online payment system for booking and paying for these services. Poddster is not responsible for the quality or content of the recordings made by studios booked through our platform.

# **Booking Process**

To book a recording studio or additional services in Singapore, users must create an account with Poddster. The booking process involves selecting a studio, choosing a date and time, selecting additional services, and making payment through our online payment system. Users may cancel or reschedule their bookings up to 48 hours before the scheduled start time.

# **Payment**

Payment for bookings is made through our online payment system. Poddster accepts major credit cards and PayPal. All prices are in Singapore Dollars and are subject to change without notice. Users are responsible for any additional fees, such as taxes or bank fees.

### Advance Payment Requirement

To ensure the smooth facilitation of our services, all payments must be received and reflected in our account at least 24 hours prior to the scheduled service time. Should payment not be received within this period, Poddster reserves the right to withhold service. In such instances, any payments made after the cutoff time will be refunded, subject to a 3% service fee deduction.

# Session Completion and Extensions

Nearing the completion of a pre-booked session, Poddster staff have the right to interrupt the recording to inform the client that the session will be over. Poddster and its staff maintain the right to decline any request for session extension without providing justification. Please note that the possibility of extending a booking on the spot is solely at the discretion of Poddster and is influenced by factors such as availability, other business reasons, and business continuity.

#### Refunds

Users may receive a full refund for cancellations made 48 hours or more before the scheduled start time. No refunds will be issued for cancellations made less than 48 hours before the scheduled start time.

# Liability

Poddster is not responsible for any damage, injury, or loss of property that occurs during a recording session booked through our platform in Singapore. Users agree to indemnify and hold harmless Poddster, its officers, directors, employees, agents, and affiliates from any claims, damages, or losses arising from the use of our services

# Use of External Equipment and Operators

Unless otherwise agreed upon in writing by Poddster, the use of external equipment and/or third-party equipment operators is not permitted in Poddster studio spaces. All recordings and operations within Poddster studios must use the provided in-house equipment and staff. Any

unauthorized use of external equipment or operators may result in immediate termination of the studio session, with no refund provided, and potential liability for damages incurred.

## **Intellectual Property**

All content on the Poddster website, including text, graphics, logos, and images, is the property of Poddster or its affiliates and is protected by copyright and other intellectual property laws. Users may not reproduce, distribute, or modify any content without our prior written consent.

# Intellectual Property Ownership for Corporate Bookings

In cases where an individual makes a booking through our website under member rates, the intellectual property rights to the recorded content shall vest in the individual who made the booking. If such an individual is booking on behalf of a company, it is the responsibility of the company to ensure that the booking is made under the corporate rates. By booking under corporate rates, the intellectual property rights shall directly vest in the company.

Failure to do so may result in the intellectual property rights initially vesting in the individual who made the booking, requiring an internal transfer of rights within the company.

#### **Termination**

Poddster reserves the right to terminate or suspend a user's account at any time for any reason, including but not limited to violation of these terms and conditions or our policies.

# Changes to Terms and Conditions

Poddster reserves the right to update these terms and conditions at any time. Users will be notified of any changes via email or by posting the updated terms and conditions on our website. Continued use of our services constitutes acceptance of any updated terms and conditions.

#### Promotional Use of Content for Discounted Services

By accepting any special discount, concession, or preferential rate from Poddster Pte Ltd, the client expressly grants Poddster the right to use, reproduce, and display any recorded content produced during the engagement for promotional, marketing, or advertising purposes. This grant of rights is provided unless the client and Poddster agree otherwise in writing prior to the commencement of services.

# Non-Disparagement Clause

By engaging with our services, you agree to the following non-disparagement clause: You agree not to make any false, negative, or disparaging comments, statements, or representations, whether orally, in writing, or electronically, about our company, its employees, services, or products to any third party, including but not limited to social media platforms, review websites, or any other public or private forum. In the event that you violate this non-disparagement clause, you acknowledge and agree that we reserve the right to terminate any ongoing services and refuse any future services. Furthermore, you will forfeit any right to a refund or return of products and services provided by our company. If you have any concerns or complaints, we encourage you to contact our customer service team directly by writing to <a href="mailto:singapore@poddster.com">singapore@poddster.com</a> to resolve any issues in a professional and constructive manner.

# Respectful Conduct Policy

We are committed to providing a safe and welcoming environment for our team and clients. We reserve the right to refuse, suspend, or terminate services without refund if any client or their guests engage in sexist, discriminatory, harassing, or otherwise abusive conduct toward our staff or others on our premises.

## **Governing Law**

These terms and conditions are governed by and construed in accordance with Singapore laws. Any dispute arising out of or related to these terms and conditions or the use of our services in Singapore shall be resolved exclusively in the courts of Singapore.

# Thank you

Thank you for choosing Poddster. We look forward to providing you with high-quality recording studio services in Singapore.