



SOUL-FULL PODCAST STUDIO

Usage & Access Guide for Soul Purpose 360 Members & Users

62 George Street, Croydon, CR0 1PD

Welcome

Greetings,

Welcome to the Soul-Full Podcast Studio – an audio and visual studio space built for your voice, your story, and your soul purpose to be heard. Whether you're recording your very first episode or hosting guests for the Black Women's Networking and Empowerment Circle, this studio exists so you can create with confidence, in a space that reflects who we are.

This guide covers everything you need to know - who can book the studio, the training required, how to keep it running beautifully for the whole community, and what it costs. Read it once, keep it close, and let's bring your sound to life.

Who This Studio Is For

Soul-Full welcomes three groups of users, each playing a part in keeping this space thriving:

1. Soul Purpose 360 Members

Women in our network using the studio to record personal stories, entrepreneurial content, or Circle episodes. This is our most affordable rate – the studio exists first and foremost for you.

2. Community Partners

Aligned charities, social enterprises, and community organisations (not competitors – collaborators) hiring the space for their own podcasting or content needs.

3. Public & Commercial Hire

External creators, businesses, and podcasters hiring the studio at full market rate. This tier helps cross-subsidise member access and keeps Soul-Full sustainable.

What You Can Create Here

The studio is designed to power the stories and revenue that keep Soul Purpose 360 thriving. Great uses include:

- Personal storytelling and Soul Purpose Stories features
- Facilitator-recorded workshops and training content

- Podcasts from aligned community organisations and partners
- Member business and entrepreneur promotional content
- Public and commercial podcasting or voiceover work

The Studio Space

Located on the ground floor at Soul-Full Community Hub

- Fixed multi-person recording set-up, approx. 11 x 5 ft studio room, acoustic panelling
- Camera: Insta360 Link 2 (fixed, multi-person framing)
- RODE PodMic Dynamic Podcasting Microphone & floor standing booms
- RODE NTH-100 Professional Monitoring Headphones
- Adamhall 3 STAR XLRF - XLRM Microphone Cable 3m
- RODE RODECaster PRO II
- Laptop
- Studio lighting
- Settee Chair (extra chairs available on request)
- TV screen for personalised branding backdrop *Need to supply image on flash drive
- **Hirers must supply their own SD Card for recordings**

Induction & Training

Access to the studio is self-service, so a one-off induction is required before anyone can self-book. No exceptions — this protects both the equipment and the space for everyone.

Induction Session

1. Health & safety walkthrough (fire exits, electrical safety, trip hazards)
2. Full equipment walkthrough: camera, mics, lighting, recording software, and basic troubleshooting
3. Booking system walkthrough — how to reserve, amend, and cancel a session
4. Soul-Full Studio Code of Conduct briefing (see below)
5. Sign-off checklist / training completed

Duration: 60–90 minutes, run in small groups

Induction training will be available.

A refresher induction is recommended every 12 months, or immediately if studio equipment changes.

Booking the Studio

- Podcast Studio [Booking Link](#)
- Minimum booking: 2 hours, bookable in blocks of 2 up to a full day (8 hours)
- Payment is taken in full at the time of booking — no session is confirmed without payment
- Cancellations with 48 + hours' notice: full refund or reschedule
- Cancellations under 48 hours: 50% of the session fee is retained
- No-shows: full session fee is retained

Commented [PB1]: Can we talk about this? I suggest we have one session / month training session before members can use it. How do we manage those who insist they know how to use a Podcast Studio?? What am I looking for to demonstrate experience?

Respecting the Hub — Code of Conduct

Soul-Full is a living community space, not just a studio. Every booking sits alongside real people receiving real support elsewhere in the building — so every user agrees to:

- Never record or photograph other Hub visitors, staff, or activities without their explicit written consent
- Keep any personal stories shared within Soul Purpose 360 support spaces or programmes strictly confidential — never recorded or rebroadcast without informed, signed consent from everyone involved
- Be mindful of concurrent Hub activity (the AFYA Wellness hub, Community Café, and SoulWorks Co-working space and the Mary Wedderburn Conference Room) - keep noise and movement respectful throughout your session
- Leave the studio exactly as you found it: equipment powered down, backdrop reset, and rubbish cleared
- Ensure any content using the Soul-Full or Soul Purpose 360 name, logo, or backdrop reflects our values of authentic expression, inclusive community, and transformative growth
- Never produce discriminatory, exploitative, or otherwise harmful content on the premises
- Not claim Soul Purpose 360 partnership or endorsement unless formally agreed in writing (applies to Community Partner and Public/Commercial hirers)

Users retain ownership of their own content and are responsible for ensuring it complies with UK law, including GDPR, defamation, and safeguarding requirements.

Pricing & Payment Structure

Rates are benchmarked against comparable London/Croydon studio hire (e.g. dry-hire* podcast studios currently charge £80–£200 for 2–8-hour sessions) while keeping Soul Purpose 360 members as the most affordable option in the market. Community Partner and Public/Commercial tiers help the studio turn a sustainable surplus that supports the wider Soul-Full building.

Session Length	SP360 Member	Community Partner	Public / Commercial
2 hr session	£65	£90	£100
4 hr session	£110	£130	£150
6 hr session	£130	£150	£200
Full day (8 hr)	£150	£190	£260

**Dry-hire means renting the podcast studio by itself without any extra services or add-ons.*

Add-Ons

Add-on	Member	Partner	Public
Extra hour	£20	£25	£35
Evening / weekend premium	+15%	+15%	+15%
Raw footage export (USB)	£10	£10	£10
Extra guest seat/mic (up to 4 max)	£10 each	£10 each	£10 each

Member Podcast Pass

A monthly Pay-As-You-Go Bundle:

- Regular members: 4 x 2-hour sessions for £170 (a saving on £260)
- Community Partners: 4 x 2-hour sessions for £250 (a saving on £360)
- Public / Commercial: 4 x 2-hour sessions for £320 (a saving on £400)

Community Access Fund

Two subsidised 1-hour slots are held each month for members facing financial hardship, applied for via a short internal request – living out our commitment to Authentic Expression and Inclusive Community.

Health, Safety & Care of Equipment

- Report any damage or fault immediately
- No food or drink near equipment
- Equipment is checked in and out for each session – costs arising from misuse may be charged
- Emergency contacts and fire exits are displayed in the studio

Support & Contacts

- Studio bookings: [Soul-Full – Our Community Home in Croydon | Soul Purpose 360](#)
- Technical support: Palma Black, Soul Purpose 360, palmablack@soulpurpose360.co.uk
- General Soul-Full enquiries: soul-full@soulpurpose360.co.uk

***“This space is yours to shape - built
with intention, ready for your voice.
Let's make Soul-Full sound as
powerful as it feels.”***

*Palma Black, Founder & CEO,
Soul Purpose 360 CIC*