



# Yoga Spirit Studios Venue Hiring Policy and Agreement

Version July 2019

When hiring any of the facilities of Yoga Spirit Studios you agree to abide by the terms and conditions set out in this document. This document covers the hire of the facility only. If you wish to mount an event in partnership with Yoga Spirit Studios, please refer to the Event Partnership Policy and Agreement.

## Who can hire our spaces

Yoga Spirit Studios will happily hire our spaces to you if your event is a good match with our values and present no risk to our good name, our venue and our relationship with our landlord. We do not hire for parties.

## Professional and public liability insurance

Please note that you must be covered by your own professional and public liability insurance to a minimum of ten million dollars (\$10,000,000). You must submit your certificate of currency at the time of your application for hire.

## Hire fees

To hire the smaller room, known as the Studio Room, hire fee is \$20 per hour

To hire the larger room, known as the Main Hall, hire fee is \$30 per hour.

Hire of both rooms is \$50 per hour.

Times must be calculated to include your set up and break down times. These times cannot overlap with Yoga Spirit Studios class times, which can be seen on our timetable on our website, at [www.yogaspirit.com.au/our-yoga/timetable](http://www.yogaspirit.com.au/our-yoga/timetable). Also see studio use for short courses at [www.yogaspirit.com.au/short-courses](http://www.yogaspirit.com.au/short-courses) and events at [www.yogaspirit.com.au/events-retreats/events](http://www.yogaspirit.com.au/events-retreats/events).

A 10% deposit on total anticipated hire fee is payable in advance.

## Keys

Keys can be collected and returned from Tuesday to Thursday between the hours of 2 and 5pm only. For weekend hire keys should be collected late in the week (e.g. Thursday) and returned early the following week.

## Facilities

The venue is a yoga studio and there are minimal chairs and tables available for use. It is requested that the space be respected as sacred space. Shoes are not to be worn inside the two yoga spaces although they may be worn in reception. After your event the facility is to be left as it is found.

## The rooms

The Studio Room is 8.4m x 9.7m with 10ft ceilings. It can be accessed by an external door and is very suitable for hiring for private appointments and small classes.

The Main Hall is 8.4m x 16.6m with an alcove to one side 2m x 10m. It has wooden floors and a very high dome ceiling. This room will accommodate up to 45 people for yoga and is a great space for stirring Kirtan and dance.

## Food and drink

Food and drink can only be consumed in the reception area.

There are no kitchen facilities and no refrigerator.

It is permissible to set up a tea and coffee facility in the reception area providing these beverages are only consumed in the reception area.

There is a tap along the side of the building in the courtyard which can be used for filling an urn.

## Chairs and tables

Tables which are used for the storage of our yoga props may not be used except for their current purpose.

Any chairs and tables stored in the shared space that leads to the toilets are not the property of Yoga Spirit Studios and MAY NOT BE USED.

## Yoga Equipment: Bolsters, blankets, mats etc.

Our yoga equipment may be used within the terms of your room hire. They must be neatly stacked in their storage configuration at the end of your hire period.

*A list of equipment that may be used with the hire of the space may be found on next page.*

## Equipment hire

The following are available to hire at the rates indicated.

Item	Rate per day or part of day	Replacement charge if damaged
Data projector (projection is onto wall)	\$100	\$1000
Small trestle for data projector	\$10	\$40
Urn	\$10	\$80
Large trestle for tea and coffee facilities	\$10	\$60
20 cups and teaspoons	\$10	\$2 per cup
White board and easel	\$10	\$100
Spine model	\$10	\$210
Skeleton model	\$50	\$400

Equipment in each room included in room hire

Item		Main Hall	Studio Room	Reception	Totals
<b>BLANKETS</b>				Sale items only	
	Red Stripe	50	0		50
	Black Stripe	0	26		26
	All grey	33	15		48
	Brown stripe	0	11		11
	<b>TOTAL BLANKETS</b>	<b>83</b>	<b>52</b>		<b>135</b>
<b>CHAIRS</b>					
	Silver yoga (backless)	24	0	0	24
	Black yoga (backless)	0	20	0	20
	Folding padded (not for yoga)	15	0	0	15
	Wooden	0	0	5	5
	Long white benches	2	0	0	2
	<b>TOTAL CHAIRS</b>	<b>41</b>	<b>20</b>	<b>5</b>	<b>66</b>
<b>BOLSTERS</b>				Sale items only	
	Maroon	42	0	0	42
	Purple	0	25	0	25
	<b>TOTAL BOLSTERS</b>	<b>42</b>	<b>25</b>	<b>0</b>	<b>67</b>
<b>BLOCKS</b>					
	Purple brick size	35	21	Sale items only	56
	Wooden			1	1
	<b>TOTAL BLOCKS</b>	<b>35</b>	<b>21</b>	<b>1</b>	<b>57</b>
<b>WRIST WEDGES</b>		<b>2</b>	<b>1</b>		<b>3</b>
<b>YOGA STICKY MATS</b>				Sale items only	
	Blue	38			38
	Purple		24		24
	Green	8			8
	<b>TOTAL MATS</b>	<b>46</b>	<b>24</b>		<b>70</b>
<b>SOFT MATS</b>		<b>11</b>			<b>11</b>
<b>STRAPS</b>	1.8m long	<b>35</b>	<b>18</b>	Sale items only	<b>53</b>
<b>EYE PILLOWS</b>		<b>9</b>	<b>7</b>	Sale items only	<b>16</b>
<b>EYE PILLOW CASES</b>					
	Purple		19		19
	Green	30			30
	<b>TOTAL EYE PILLOW CASES</b>	<b>30</b>	<b>19</b>		<b>49</b>
<b>MEDITATION STOOLS</b>				Sale items only	
	Pine folding	7			7
	Hardwood folding		1		1
	<b>TOTAL MEDITATION STOOLS</b>	<b>7</b>	<b>1</b>		<b>8</b>
<b>MUSCLE RELEASE BALLS</b>		<b>15</b>			<b>15</b>
<b>FIRST AID KIT</b>			<b>1</b>	<b>1</b>	<b>2</b>

## **Toilets**

### ***Main Hall***

Women's toilets are located off the reception area of the Main Hall. There is a single male toilet off the Main Hall which is also an accessible toilet. Some hirers make an agreement with participants to make the toilets unisex.

### ***Studio Room***

A door off the Studio Room leads to an area which is shared space with our landlord. Male and Female Toilets are in this space. You are not permitted to go beyond the passageway which leads to the facilities. (It will trigger an alarm!) The connecting door must be kept locked. The tables and chairs stored in this space are not the property of Yoga Spirit Studios and **MUST NOT BE USED**. The landlord reserves the right for sole use of the studio room toilets on the First Sunday every month for their own functions from noon and we try not to book out the studio room on those days. However the back hall could be in use at any other time, and therefore the toilets and shared space might be used by others.

### ***Accessible toilet***

It is a condition of our lease, and therefore of this hire agreement, that the accessible toilet off the Main Hall be made available at any time for the users of the back hall, should they have a disabled person who needs it as it is the only accessible toilet in the building complex. While this access has never been claimed, you should know that it could happen. The person requiring the toilet would need to access it by coming through the Studio Room, into the Main Hall to use the toilet that is off the Main Hall.

## **Candles and incense**

No flames are allowed. This includes candles, burners and incense. We keep perfumes to a minimum as many people are sensitive and we do not wish to exclude them from yoga. Battery operated candles and fairy lights are provided for ambience. They use recycled batteries.

## **Making the building secure**

After your hire period you are required to make the building secure.

- All heaters, coolers, lights, and electric appliances are off, and battery candles are off
- Door to shared space and toilets off Studio Room is locked, key left in the door
- Outside door in Studio room is locked and the bolts slid over (leave by reception door)
- Connecting door between Studio Room and Main Hall is unlocked
- Reception door is deadlocked and securely pulled shut
- Front gate is closed and deadlocked.

## **Proceeding to hire our space**

Please complete and return the form which follows at the end of this document.



## Photo gallery



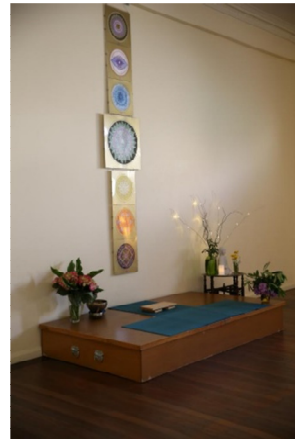
Reception



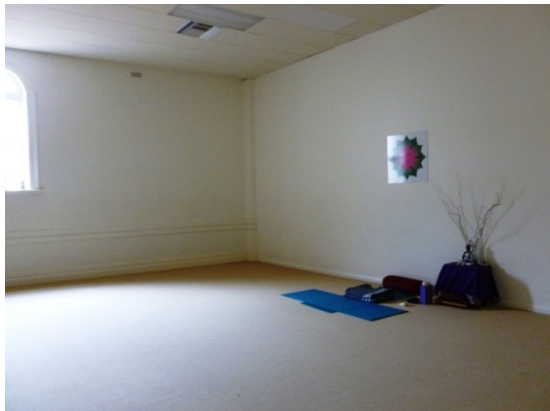
Main Hall set up for an event



Full class in Main Hall



Main Hall teachers stage



Studio Room



Main Hall altar



# Facility Hire Application and Agreement

Name of hiring organisation \_\_\_\_\_

Contact person \_\_\_\_\_

Contact phone number \_\_\_\_\_ Contact email address \_\_\_\_\_

Address \_\_\_\_\_

I have read and understood the Yoga Spirit Studios Venue Hiring Policy and Agreement, and agree to abide by its terms and conditions. I, or the organisation I represent, have professional and public liability insurance to at least ten million dollars (\$10,000,000) and attach my certificate of currency. I also declare that I have the authority to make this agreement on behalf of the hiring organisation.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Certificate of Currency attached

Rooms required  Studio Room  Main Hall  Both Rooms

Date/s of hire \_\_\_\_\_

**Break down of times and dates required**

Include any setup/breakdown times. Attach an extra sheet if insufficient space provided.

Room	Day	Date	From	To	Number of hours

**Itemised tally of hire requirements**

Rooms to be hired	Hours	Rate/hour	Total \$
Studio Room hire		\$20	
Main Hall hire		\$30	
Both rooms hire		\$50	
Equipment to be hired	Days or part thereof	Rate/day	Total \$
Data projector (projection is onto wall)		\$100	
Small trestle for data projector		\$10	
Urn		\$10	
Large trestle for tea and coffee facilities		\$10	
20 cups and teaspoons		\$10	
White board and easel		\$10	
Overhead projector		\$25	
Spine model		\$10	
Skeleton model		\$20	
Total amount will be invoiced when your booking is accepted.			<b>TOTAL</b>

10% deposit must be paid to secure booking.