



Yoga Spirit Studios Event Partnership Policy and Agreement

Version November 2018

This document sets out the conditions for presenting an event at Yoga Spirit Studios, co-branding with us and availing the use of our online booking facility, our marketing, web-presence and email list. If you wish only to hire the space for your own event, please refer to Yoga Spirit Studios Venue Hire Policy and Agreement.

Event partnership defined

An event partnership with Yoga Spirit Studios means that Yoga Spirit Studios will present the event as our own, with you as a guest presenter, and also promoting your brand. This means that the event will be listed on the Yoga Spirit Studios website, Yoga Spirit Studios will receive bookings and payments for the event, and that Yoga Spirit Studios will promote the event through all of the avenues we regularly use for our studio promotions.

What events will Yoga Spirit Studios partner

Yoga Spirit Studios will agree to partner events which align with our philosophy and purpose. We will welcome enquiries regarding events that:

- Explore yoga as a holistic discipline to promote well-being
- Are related to yoga, such as Kirtan, Ayurveda, meditation
- Are related to somatic movement studies, such as Feldenkreis, Bones for Life
- Present an embodied path to freedom, such as Wu Tao, 5Rhythms
- Provide professional development for Yoga Teachers.

Services provided

An event partnership with Yoga Spirit Studios will

- Give you peace of mind as we shoulder the administrative burden
- Allow you to take advantage of our systems
- Expose your event to our network of over two thousand people
- Motivate us to promote your event as broadly as we are able.

We will

- List the event as one of our own on our website
- Activate our online bookings and payments
- Answer customer queries about the event and take manual bookings
- Promote the event through social media
- Promote the event to our email list
- Promote your brand as the guest presenter
- Purchase advertising in agreement with you

Financial arrangement

You will receive 65% (+GST) of the profit ex GST. During the planning stage of the event both parties will agree upon a projected budget and fix the fees. After the event Yoga Spirit Studios will provide a transparent report of registrations and income. We will agree upon the reconciled budget by mutual transparent presentation of all receipts for our expenditure. Present Yoga Spirit Studios with a Tax Invoice for the agreed amount which we will pay without delay (adding back the GST if registered).

Budget template

| | Number | Total | Comment |
|-------------------------------------|--------|-------|---------|
| INCOME | | | |
| Early bird | | | |
| Full Price | | | |
| Scholarship | | | |
| YSS staff discount | | | |
| <i>Add/subtract items as agreed</i> | | | |
| TOTAL INCOME | | | |
| | | | |
| OUTGOINGS | | | |
| Presenter | | | |
| Air Fares | | | |
| Taxis | | | |
| Accommodation | | | |
| Meals | | | |
| <i>Add/subtract items as agreed</i> | | | |
| Sub Total | | | |
| | | | |
| Yoga Spirit Studios | | | |
| Merchant fees 4% of Income | | | |
| Venue hire | | | |
| Audio visual | | | |
| Catering (tea coffee etc) | | | |
| Meals | | | |
| Printing | | | |
| Paid Advertising event specific | | | |
| <i>Add/subtract items as agreed</i> | | | |
| Sub Total | | | |
| TOTAL OUTGOINGS | | | |
| | | | |
| INCOME LESS OUTGOINGS | | | |
| GST (divide by 11) | | | |
| PROFIT LESS GST | | | |
| | | | |
| 65% to Presenter | | | |
| 35% to Yoga Spirit Studios | | | |

Event promotions

Yoga Spirit Studios will promote the event as follows:

- Dedicated event webpage and URL on our website
- A4 posters and DL flyers in our studio
- Announcement by dedicated single subject email to our mailing list
- Include in weekly news bulletin
- Yoga Spirit Studios Facebook event with link to booking page, reposted weekly
- Sharing of event to relevant Facebook groups
- If agreed, one month before Early Bird, Facebook ad at \$5 per day to run until Early Bird Date, cost approximately \$150.
- Two weeks before Early bird, second dedicated email
- Two weeks before Early Bird, 2 Facebook posts
- One week before Early bird 2 dedicated emails
- One week before Early bird, 2 Facebook posts
- One week before Early Bird repost to every relevant Facebook group

Our event partner will

- Provide images, logos and other creative to assist in producing a branded look for the event
- Promote and share the event to their own networks

Event timings

The proposed event must fit in with the existing timetable of regular classes and courses of Yoga Spirit Studios. Our regular classes cannot be rearranged for other events as this harms the contract of trust we have with our very loyal regular clients. Please refer to our timetable on our website at www.yogaspirit.com.au/our-yoga/timetable and short courses at www.yogaspirit.com.au/short-courses when considering your proposal.

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.

Chairs and tables

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

There are 20 folding yoga chairs in the Studio Room. 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.

There are 20 folding yoga chairs, which are backless, and two long white benches in the Main Hall.

16 padded folding chairs, not for yoga use, sitting only, are stored in the Main Hall.

Bolsters, blankets and mats

Our bolsters, blankets and mats may be used. They must be neatly stacked in their storage configuration at the end of the event.

Food and drink

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

There are no kitchen facilities and no refrigerator.

We are able set up a tea and coffee facility in the reception area which is operated on a self-help system, with participants encouraged to wash their own cups.

The local area is well provided with cafes and shops.

Available equipment

The following are available for use at our partnered event with no hire cost:

- Data projector (projection is onto wall)
- Overhead projector
- Small trestle suitable for data/overhead projector
- Urn
- Tea and coffee, china mugs
- Large trestle for tea and coffee facilities
- White board and easel
- Skeleton and spine model
- CD players with iPod docks and capability to be linked to computers in both rooms

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.

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.

Staff only room

During the event the facilitator has access to our staff only room, useful for secure stowage of personal effects.

Parking

The presenter/facilitator is allowed one free park in the car park behind the building. This is not a public car park and Yoga Spirit Studios has limited spaces allowed under our lease. Public parking is in adjacent streets.

Your responsibilities

We ask that you

- Maintain open communications with us
- Provide your logo and any other artwork to be incorporated into promotions to facilitate our promotion of your brand
- Co-promote the event through your website and newsletters, driving traffic to our site

How to proceed

- Return the Agreement form which is attached to this document.
- Yoga Spirit Studios will then let you know if we can partner with you for this event.
- A date is fixed.
- We will then arrange a meeting with you to prepare a projected budget.
- We will discuss your travel and accommodation requirements, and meals during the event.
- Pricing for the event and Early Bird dates are agreed.
- You will send Yoga Spirit Studios images, logos and any other creative you can supply to assist with creating the event.
- Yoga Spirit Studios will create the webpage and booking page and ask you to approve
- The event is launched and marketing begins.
- You will book your own flights if required.
- We will book your accommodation if you would like us to.



Photo gallery



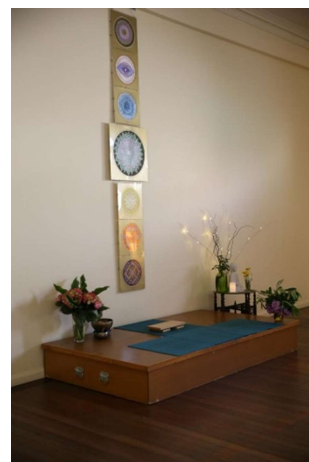
Reception



Main Hall set up for an event



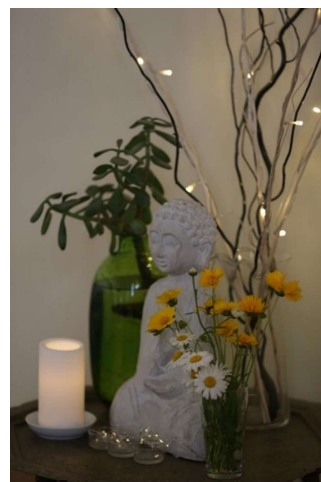
Full class in Main Hall



Main Hall teachers stage



Studio Room



Main Hall altar



Event Partnership Application and Agreement

Name of organisation _____

Contact person _____

Contact phone number _____ Contact email address _____

Address _____

I have read and understood the Yoga Spirit Studios Event Partnership Agreement, and agree to abide by its terms and conditions. I also declare that I have the authority to make this agreement on behalf of the hiring organisation.

Signed _____ Date _____

Print name _____

Event name: _____

Brief description: _____

Rooms required ☐ Studio Room ☐ Main Hall ☐ Both Rooms

Proposed date/s _____

Proposed times and dates

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

| Room | Day | Date | From | To | Number of hours |
|------|-----|------|------|----|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Equipment needed

| Item | Tick | Describe |
|---|--------------------------|----------|
| Data projector (projection is onto wall) | <input type="checkbox"/> | |
| Tea and coffee facility | <input type="checkbox"/> | |
| Any special equipment to be sourced (e.g. audio visual) | <input type="checkbox"/> | |
| White board and easel | <input type="checkbox"/> | |
| Overhead projector | <input type="checkbox"/> | |
| Skeleton, spine, other etc | <input type="checkbox"/> | |

Return this form to Yoga Spirit Studios, info@yogaspirit.com.au, 194 Henley Beach Road Torrensville SA 5031