

Zen Space



INFORMATION ON RENTING ZEN SPACE FOR YOUR WORKSHOP/EVENT

Thank you for your interest in using our beautiful Zen Space! As there is a very high demand for hiring the space, particularly on weekends, we suggest you book well ahead to ensure you get the date and time you want. All the info you need is contained in this document – and if you have any questions please don't hesitate to get in touch at zenspacesamford@gmail.com.au.

A deposit of 50% is required to secure your workshop date and time, to be paid at the time of booking. The remainder is to be paid no later than two weeks before your nominated date. Your deposit is **non-refundable** if your workshop/event is cancelled within 2 weeks of the date, or after being included on the Zen Space website and/or timetable. **If cancelled more than two weeks from your date, a \$50 admin fee will be charged.** Postponements are negotiable and should be arranged at least 2 weeks before your date. Receipts will be issued on request.

Rental costs for workshops/events are as follows:

- \$50 for 1 hour
- \$75 for 1.5 hours
- \$100 for 2 hours
- \$155 for 3 hours
- \$185 for half day (4 hours)
- \$220 for 5 hours
- \$250 for 6 hours
- \$275 for 7 hours
- \$285 for 8 hours/full day
- \$550 – full weekend or 2 x 8hr days

NB: Time is charged for the total event including set up & pack down time.

Payments can be made via direct deposit to account below, including your name as a reference.

Zen Space Pty Ltd

BSB: 633000

Account #: 156229395

When you make a payment, it is requested that you send an email to us with details of the breakdown of your payment including the date of workshop + deposit/balance. This will help us to reconcile payments on this end and ensure that the correct amount has been paid, including accidental overpayments!

General Information:

- Once your deposit is received, your booking will be locked in and a key will be organized for you.
- If you would like your workshop/event promoted on the Zen Space website, Facebook page, and in our newsletter marketing support can be purchased for \$50 extra.
- The correct acknowledgement to the traditional owners of the land upon which we meet at Zen Space is:

*'We are grateful to be able to meet and practice on Jinibara and Garumngar Country
We have deep respect for the elders past and present of the land on which we live and meet.
We acknowledge that sovereignty was never ceded.'*

- WIFI is included in your rental – the network is **NetComm4587** and the password is '**Muyesubaks**'. We have equipment available if you wish to Zoom your event or play music.
- Light switches are on the right as you enter the yoga space. The kitchen lamp switch is just inside the kitchen door on the left. The outside lights are automatic and turn off after 9pm. Please leave the salt lamps on.
- Please leave the space as you would like to find it. Specifically sweep the floor; wash, dry and put away all cups and glasses; wipe the desk/floor if any spills occur, put rubbish in the bin, and if the bag is full please take it with you. Switch off all internal lights except the salt lamps.
- Turn off air-conditioners/heaters fully before you leave, making sure the red lights are off. If they are left on a \$10 fee will apply to each unit left running to cover extra power usage.
- If your workshop/event runs late in the evening, ensure you close and padlock the gate as you leave - have a quick look around that everyone is finished at the Centre. If it is an early morning will need to unlock the padlock and open the gates to enter. *The code for the gate padlock is **3153**, lined up towards at the top of the screen, not the middle.* It's useful to take a headlight or torch.
- Insurance cover on the building including Public Liability insurance is in place. You are responsible for your own Professional Liability insurance to cover you and your participants.
- If participants purchase any of the items on sale, please put the cash in the wooden box under the desk, with a note of what was sold, and how much.
- Ask participants to park in the back carpark. During the day remind people not to use designated parking spaces. After hours all parking bays may be used.
- Promoting – if you're referencing Zen Space on social media on Facebook or Instagram is *@zenspacesamford*. You can also use the hashtag *#zenspacesamford*. Please note the name of the studio is just Zen Space, not Zen Space Studio or Zen Space yoga studio.
- If you're not already a member, ask to be added to Zen Space Community on Facebook to promote your offering to those who have opted in to know about Zen Space events.
<https://www.facebook.com/groups/zenspacecommunity/>

Rental Agreement for Zen Space

I, _____ agree to the terms of this agreement as stated above.

Workshop/event name and date/s: _____

Between: _____ (insert times, including set up and pack down)

◇ **Check this box for additional marketing support (flyer, facebook and website - \$50)**

I understand that if heating/cooling units are left on I am liable for the \$10 payment as stated above.

Signed: _____

Date: _____

Email to zenspacesamford@gmail.com.au or return to Zen Space.

Thank you!

If you have any questions or concerns, please call Wen on 0421 058 250