



SHAKTI DEN

Studio Hire Agreement (2022/23)

Dear All,

We are delighted you are interested in hiring the Den.

To keep everything optimal we decided to have few essential points in writing.

Your comments and suggestions are very welcome and we look forward to an open and trustworthy relationship.

Hiring

- > Weekly group classes hire £14/hr*
- > Individual 1:1 sessions £14/hr*
- > Workshops £18.00/hr*
- > Promotional photo shoots £20.00/hr*
- > As the Hirer you will need to agree with us dates and timing of any class and/or private session you intend to run at the studio.
- > You are not allowed in the studio without our knowledge.

*Starting January 2023 for existing practitioners

Timing

- > Access to the studio will be for the duration of the class/session plus 15 mins before and 15 mins after to ensure smooth transition between classes.
- > If teaching/practising in the evening and/or at weekends it is essential that you have your own key to the grill. A deposit of £8 will be taken and returned upon the end of this agreement.

Payments

- > Invoices will be processed and sent out at the end of each month.
- > Payments will be received by the end of the first week of the month.
- > An administration fee of £10 will be charged for each of the following:
 1. Late payments;
 2. Payments that have been returned uncleared by the bank and/or credit card company and/or Paypal

Cancellation

- > As the Hirer it is your responsibility to inform us as soon as possible of any cancellation. We will endeavour to offer alternative dates/times within the same week when possible. However, we require a week's notice for any cancellation. A percentage of the booking will be charged incrementally after the week's notice elapses:
 - Any notice given 3 days before the date of booking will incur in the full charge;
 - 4 days before will be 50%;
 - 6 days before will be 25%.

Please, make sure you take these costs into account if you have a cancellation policy.

Termination

- > If you decide to terminate this agreement we require one week notice for individual sessions, and one month notice for weekly group classes.
- > Charges will apply for the notice period.

Care of, and behaviour within Shakti Den

We share walls with the Osteopathic Practice next door. As such we must demonstrate consideration and courtesy in dealing with users and clients of theirs and neighbouring practices. This includes:

- > Keeping noise levels inside and outside the studio at an acceptable level;
- > Using only the car park space allocated to the unit unless the other practices are not operating;
- > Lowering the grill if the last one in the units.

Cleaning up after use

- > As the Hirer you are responsible for leaving the studio clean and tidy and appropriately store any equipment used in the designated storage areas.
- > No food or drinks are to be consumed in the studio. You may use the reception area for this purpose.

Care of floors

We endeavour to provide a clean and pleasant environment for all our users.

As the Hirer it is your responsibility to:

- > Encourage your clients to leave shoes in the reception area.
- > Sweep/clean the floor as and when needed with the equipment provided (please ask if you are not sure where to find it).

Damage to spaces and facilities

We are liable to the Landlord for any damage caused to any aspect of the building and facilities. We expect you to inform us of, and pay for, any damage caused accidentally during your session.

WIFI, lights and any other electrical equipment

WIFI use is included in the hire. Please remember to switch it off before you go. Also ensure that all lights, heaters and any other electrical device are being turned off when leaving the studio.

In view of the current energy situation, we all need to be mindful of our energy usage. This means double checking nothing is being left on and to be considerate about the temperature we set. Our studio might feel a little colder than we are used to.

COVID 19

We do not enforce any mandate. You, however, have free choice and may advise your clients accordingly. It is also your discretion to keep any form of track and trace you may find appropriate for the safety of your clientele.

Please, inform us immediately of anything that may impact, limit or affect the use of the studio for other hirers and clients.

May your experience at Shakti Den bring you prosperity and connectivity.

May we grow together and thrive together.

With Love

The Shakti Den Team

Your signature and date
