

Manly Yoga Venue Hire Terms & Conditions



Marketing and Administration

The room hire rate does not include Manly Yoga processing your bookings, payments, nor publicising your event as these services cost us in staff resourcing. All administration and promotion is your responsibility. If you require additional services please refer to our rate card.

Booking a room for a one off event

- A 50% deposit of total booking fees is required to secure a booking
- This deposit is due within 72 hours of the booking notification
- The deposit will be credited against your final account
- Should a deposit not be received in this time and we haven't heard from you, we will open the room up for other bookings
- The final payment is due no later than 14 days prior to your event

Cancellation Policy

- Cancellations made more than 14 days before the booked date will incur a 25% cancellation fee
- Cancellations made 14 days or less of the booked date will incur a 50% cancellation fee

Regular/permanent booking

- Booking fees to be paid monthly in advance
- 14 days notice of cancellation required, otherwise full fee will be payable

Payment

Manly Yoga accepts payment by credit card, cash or electronic funds transfer (EFT).

Changes to your booking

To ensure the relevant information can be altered on your booking form and we can provide you with what you need, when you need it, please advise any changes that occur with your event that affect the conditions of hosting by Manly Yoga and its equipment.

Other workshops

Should you book any of our rooms, please be aware that there may be groups in other parts of the venue, so please be considerate of noise when entering and exiting the premises.

Usage, Damage and Insurance

You the guest teacher/practitioner, are responsible for any and all damages caused to the Manly Yoga premises or equipment during your booking by any of your participants.

STRICTLY NO incense burning nor candles are permitted due to our sensitive smoke alarms. NSW Fire Service charges \$1500 for false alarm call-out fees and this will be charged to whoever sets the alarm off in violation of this rule.

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Manly Yoga does not accept responsibility for the loss, theft or damage to any guest teacher/practitioner or participant's equipment at the premises. Guest teacher/practitioners should ensure that their own insurance covers professional liability as appropriate.

Access

Normal administration hours are: 10 am – 5 pm Monday to Friday, please call for weekend hours. For access to Manly Yoga before or after office hours, please liaise with administration staff during the above hours to make arrangements the opening and closing (access to security code/key) of Manly Yoga for periods during your event.

Food & Beverages

FOOD AND DRINK ARE NOT TO BE CONSUMED ON CARPETED AREAS. There is a water fountain and kettle available for use. Please bring your own tea, coffee, milk and required snacks TO BE SERVED IN THE RECEPTION AREA ONLY. Please note: Manly Yoga do not organise catering and there is no fridge available.

Cleanliness

It is your responsibility to maintain cleanliness of the hired rooms and any equipment you use, which includes putting all the mats, blankets and chairs back in their original place. As this is a working Yoga centre, classes are run at various times of the day, the rooms need to be put back into their original state so that the next class can be run without there being any cleaning/moving or setting up required by the incoming teacher. If this is the case a minimum of 1 hour charge will be applied.

Please place all garbage in skip bins at rear of building.

Please note that in cases where hired rooms require extensive cleaning by Manly Yoga staff following the event, a per hour charge will be applied.

Green Policy

Manly Yoga promotes a green education policy. It is preferred that you do not use polystyrene or paper cups and plates. We encourage recycling where possible, please adhere to the bin labels on the bins at the rear of the building.

Equipment

The cost of room usage may include the use of a whiteboard, chairs, CD player, cushions, blankets, yoga mats, at no additional cost depending on availability. It is requested that should the whiteboard be used, that it is wiped clean at the end of your event. Please check for whiteboard availability at time of booking.

Minimum Booking

We do not offer 1 hour room rates. 2 hours is the minimum.

Your name and signature

I, _____ have read, understood and agree to the venue hire terms and conditions as stated above.

Signed: _____ **Date:** _____

Please sign and either post to the address below, or email us at newmanlyyoga@gmail.com