

Hire Information & Agreement 2022

Denmark Yoga Centre

Denmark Yoga Centre (DYC) is a yoga centre available for community hire with vacancies available for suitable practitioners to conduct classes, workshops or special events. This beautiful space is located in the heart of Denmark town centre, tucked back slightly from the main strip. It offers a lot of natural light, padded hardwood floor, reverse air-con, and use of yoga equipment*: mats, blocks, straps & bolsters.

**DYC is following the Govt. mandates for proof of Covid-19 Vaccination and Contact Tracing Registration, and indoor mask wearing . Please read below for Covid safety and cleaning procedures.*

Our Mission

Our mission at DYC is to provide a space that will enhance our Denmark yoga community. We strive to:

- Welcome new students
- Make yoga accessible to as many people as possible
- Be in partnership with other community groups
- Diversify with other mind/body modalities
- Be a central hub for mind/body education, health, healing and happiness

Hire Rates

Regular Hire: \$18 per hour*

Half Day Hire (5 hours): \$80

Full Day Hire (8 hours): \$120

**Discounted rates available. Please inquire.*

Marketing and Promotions

Would you like your class or workshop on our website, e-news, notice board and social media? We offer two packages at the centre: Ongoing Marketing (\$30 per year) and One-Off Marketing Package (\$5 per event/workshop). We encourage all of the teachers who have consistent classes to invest in the Ongoing Marketing Package.

Ongoing Marketing Package includes:

- A listing as a teacher on our website
- Your class listed on the website and printed timetable - this is shared frequently on social media and monthly in the newsletter
- Unlimited social media - Simply send us your content and we can post it
- Printed flyers for your class on the notice board (hirer must provide copy)
- New class/workshop flyers listed on the notice board, the upcoming page on the website and newsletter

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- We welcome any articles for the newsletter about yoga or the like (this can include promotion for your class)

One-Off Market Package includes:

- Event listing on Facebook
- 3 additional social media posts - Content must be sent in advance
- Workshop flyers listed on the notice board, the upcoming page on the website and newsletter (hirer must provide copy)
- One article for the newsletter about your workshop/class (this can include promotion). Hirer must provide copy.

Ongoing marketing fee: \$30 per year

One-Off marketing fee: \$5 per event/workshop

And please, if you have taken any photos at the centre, we ask that you credit the space with a link to our website denmarkyogacentre.com, & social media: facebook @DenmarkYogaCentre & instagram @DenmarkYogaCentre.

VENUE HIRE CONTACT

Date:

Name:

Address:

Phone:

Email:

Proposed use of the Centre

Duration of Hire Period _____

Date/Time/Class Titles

Payment Options: For weekly class bookings; an invoice will be sent via email to you on the 15th of each month, with payment due by the end of that month.

For one-off bookings, an invoice will be sent via email around time of booking, payment due within 5 days. (Cash accepted, Bank Transfer preferred)

Bank: Westpac

Account Name: Denmark Yoga Centre

Account Number: 029043

BSB: 036 609

Reference: last name and invoice number

Centre Hire Fee: _____

Marketing Fee: _____

Total Centre Hire Payment: _____

AGREEMENT

This agreement is made between Denmark Yoga Centre (Leasers Sonia Dezius and Sumer Addy), 4/39 Strickland Street, Denmark 6333 and

_____ (lessee)

Please Initial Each Point:

_____ **Cost of Rental:** \$18 per hour.

_____ **Payment:** All payments due will be invoiced. Upon receiving your invoice payment will be due within 5 days.

_____ **Marketing:** Lessee is responsible for all marketing content for their class. DYC will help link to the centre's social media, website, e-news and allow posters to be hung in designated area upon approval. Ongoing Marketing Package: \$30 per year. One-Off Marketing Package: \$5 per event/workshop. *Please reference the Marketing and Promotions section for Marketing Package information.*

_____ **Money Collecting:** All lessees are responsible for collection of money for any workshop, class etc in which they are running. DYC is not responsible for any lost/stolen money.

_____ **Cancellation:** Lessee must give **ONE WEEK** notice of cancellation for a 75% refund of rental fee. Cancellations after that time will not be refunded.

_____ **Absent from Regular class/es :** should lessee be away or absent for your class, the hire fee will continue to be charged, unless lessee gives **ONE MONTH** notice. DYC encourages regular classes to be covered, the lessee assumes responsibility for this.

_____ **Notice to discontinue class :** Lessee agrees to give **ONE MONTH** notice to cancel a regular class. Any cancellation after that time will incur charges for that month. This is to allow time to offer slot to other lessees.

_____ **Clean-up:** Lessee must leave the space in the same order in which it was found whenever possible, including emptying trash and sweeping when appropriate. If the space is left untidy, this may incur a cleaning fee of \$30.

_____ **Opening/Closing Procedures:** A key can be found in the drop box. The code will be sent once your time is confirmed. Once your time is finished, leave the key in the key box (\$50 lost key charge). Upon leaving the centre, Lessee is asked to shut off all lights, fans and reverse air-con.

___ **Insurance:** Lessee shall maintain, during the period of this agreement, Personal Indemnity Insurance and provide copies of it before rendering services.

___ **Trademark:** The Lessee shall not make use of Denmark Yoga Centre's trademarks without Denmark Yoga Centre's prior written consent. In the performance of services, the Lessee agrees that the Lessee shall not have the authority to enter into any contract or agreement to bind Denmark Yoga Centre and shall not represent to anyone the Lessee has such authority.

___ **Nondiscrimination:** Lessee, by execution of agreement, certifies that it does not discriminate against any person upon the basis of race, colour, creed, national origin, age, sex, disability, marital status or sexual orientation in its rendering.

___ **Damages:** Lessee are responsible for repair or replacement of any damaged centre property

___ ***COVID-19 Safety - Protocol and Procedure:** Please wipe down all hard surfaces upon arrival (door, shelf, etc). Allow only 20 people total (including yourself) in the centre per class and use social distancing measures. Try to limit the use of centre equipment by encouraging students to bring their own. Also, encourage students to use hand sanitiser upon arrival - hand washing station located in the toilets down the stairs (please do use the centre's sink).

By signing below, I agree to the terms and conditions outlined in this contract and agreement.

Lessee Name: _____

Lessee Signature: _____

Date: _____