

STUDIO HIRE OF KMYOGA

This document has been created to review and confirm all details of your event, and rental hire of KMYOGA at Level 1, 26-30 Spring Street, Bondi Junction (we have a second entrance at 101 Oxford Street, Bondi Junction, 2022). If you have any questions or if any of the information below changes, please let us know.
 E: manager@kmyoga.com T: (02) 9389 8343

HIRER: _____ CONTACT NUMBER: _____

EMAIL ADDRESS: _____ WEBSITE ADDRESS: _____

DATE FOR HIRE: _____ TIME OF HIRE (inc. bump in/bump out time): _____

NO. OF GUESTS: _____

DESCRIPTION OF EVENT: _____

STUDIO HIRE FEE: \$55 per hour (inc GST) Minimum of 4 hour hire on weekends PAID: Yes/No

BOND FEE: \$300.00 PAID: Yes / No
(Refundable within 48 hrs of event, refer to policies & procedures in this document)

CATERING: Will you be providing catering to your students Yes / No
 If yes, please see our policies and procedures in the document.

SOUND REQUIRMENTS: Do you require use of the studio's audio/visual equipment? Yes / No

(The studio has a fully integrated audio/visual system where you can plug in your iPod or Computer, or play a CD, or screen a DVD. We also have 2 wireless hand held mics and 2 wireless head mics.)

Please indicate what AV equipment you will need to use: _____

OTHER (please specify): _____

USE OF STAGE: Do you require use of a stage? Yes / No

SIGNAGE / DECORATIONS: _____
(Refer to policies and procedures included in this document)

SPECIAL REQUIREMENTS: _____

LOGISTICS OF EVENT: Venue Visit undertaken with KMYOGA Staff to discuss details and logistics of event. Yes / No Date/Time to confirm: _____

KMYOGA STAFF CONTACT T: (02) 9389 8343 E: manager@kmyoga.com

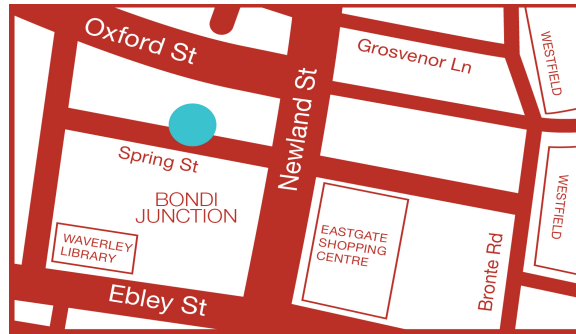
PLEASE NOTE KMYOGA HAS A NO SHOES POLICY. No shoes allowed in the Yoga Space.

CATERING to be consumed in the Terrace Garden or Foyer of Level 1 only.

PARKING & LOCATION:

Parking available at Eastgate Shopping Centre Car Park (entrance via Newland or Ebley Streets) or Westfield Shopping Centre (entrance via Hollywood Ave). There is also parking on Spring Street and surrounding streets. Waverley Library has free parking for the first 1.5 hours, enter via Ebley Street.

Landmark for your guests: We are in THE ATRIUM BUILDING (where Quest Apartments are located)



KMYOGA POLICY AND PROCEDURES FOR STUDIO HIRE

This document has been created to provide you with information about holding an event at KMYOGA, Level 1, 26-30 Spring Street, Bondi Junction NSW 2022. PH: 02 9389 8343

VENUE HIRE PAYMENT

- Payment, along with a bond is to be paid to, manager@kmyoga.com (02) 9389 8343 to confirm your booking.

DAMAGES BOND

- We require a \$300 bond, which will be refunded after your event.
- We ask for this in case of any damages or additional cleanup required.
- The space will be inspected after your event and before the next class or event is held so that we can confirm the space has been left in the condition it was found when you arrived to set up for your event.

WHAT'S INCLUDED

- Hire of KMYOGA Space, including use of Terrace garden, reception area and yoga space.
- Audio Visual equipment (sound, DVD player, projection screen, microphone/s)
- Yoga equipment, a small stage/platform which can be set up on request, 2 gongs (Moon and Pluto) which can be played upon request
- Use of a trestle table, which can be set up in the Terrace garden for serving food and drinks from.
- Use of Level 1 kitchen area. Please remember to leave this kitchen as you found it. Clean and tidy. It is a shared kitchen for all of level 1 tenants.
- Toilets - there are male and female toilets located on level 1, either side of the LIFTS.

WHAT'S NOT INCLUDED

- Crockery, Cutlery, napkins, glassware, tea towels, cleaning cloths, linen (table cloths)
- Chai Tea
- Cleaning, please remove all your rubbish after your event. Rubbish Storage Room is located on Basement Level 1. (See FAQs within this document for more instructions)
- Use of EFTOS payment system. Please arrange your own if you are selling items at your event or have cash only sales.
- Catering

RECEPTION & YOGA SPACE GUIDELINES

- NO Shoes allowed in the Yoga Space. All guests must remove shoes upon entry.
- NO Smoking or Alcohol in any part of the studio or terrace.
- NO glass or drinking glasses in any part of the studio or terrace, please bring your own plastic cups for any liquids.
- NO food or drinks allowed in Reception or Yoga Space, it must only be consumed in the Terrace Garden.

DECORATIONS / SIGNAGE

- All signage / decorations must be approved by KMYOGA.
- Nothing is to be affixed to the walls without prior approval of KMYOGA.

TERRACE GARDEN GUIDELINES

- This is the best place to hold your event food and drinks.
- This is a non-smoking area.

USE OF KITCHEN ON LEVEL 1

- You can use the kitchen on Level 1, please leave it in the condition you found it, clean and tidy. Please remove any rubbish from this area, and place in bins in the basement.

USE OF SOUND SYSTEM GUIDELINES

- Please see the KMYOGA staff before your event for instructions on how to use the sound system, this needs to be pre-arranged with a KMYOGA Staff member, so they can show you how to use the system, as there may be no staff on site at your event (apart from help with entry and exit).

LIGHTS

- The light switches are behind the reception desk on the wall to the right (looking at reception).
- There is also a light control panel for the central yoga studio lights only. This is located outside the stereo cupboard wall, near the small window in the bottom left corner of the studio (looking into the studio)
- Please turn off all lights at the end of your event.
- Please ensure you do not switch off the pump in the garden, when switching out all of the lights.

CANDLES

- If you use the candles already in the space, please blow them out afterwards. All candles must be in a holder.

Frequently Asked Questions:

- 1) Why do I need to leave a bond?

As we provide all yoga equipment, audio/visual equipment and a terrace garden, we ask for a \$250 deposit bond in case of any damage or extra cleaning that we need to do after your event.

We accept a cash or EFT deposit only to be given to the Manager to confirm your booking.

- 2) When and how will I receive my bond back?

We will refund your deposit within 5 working days, provided the studio is left in the same condition you received it. You will receive your bond in the same form that you paid it.

3) How come shoes need to be removed upon entry?

KMYOGA is first and foremost a dedicated yoga and meditation space and all of our classes are traditionally practiced without shoes. We would appreciate that your guests are respectful of this space and remove their shoes upon entry. This will also protect the floor from damage that could potentially be caused by shoes, in particular high heels. Any damage will be taken your bond.

4) How do I remove rubbish after the event? Are there bins to put this rubbish on site?

You will need to bring your own rubbish bags to remove any rubbish at your event.

There is a garbage room located on Basement Level 1 of the building. DIRECTIONS: After your event, please remove your rubbish by taking the lift down to B1 (Basement 1) then exit lift and turn left, walk down stairs and diagonally opposite, to the right behind the bike racks is a door marked "Rubbish Storage", please leave your rubbish in the bins provided.

5) What do I do if we have spillages or need to clean up the floors etc?

In the event of liquid spillages, please clean it up immediately to avoid any staining on the wood floors.

There is a broom, mop, dustpan and brush onsite, you can find these in kitchen (on level 1). There is also a vacuum cleaner located in the yoga studio cupboards.

6) Can I bring in my own candles?

Yes, provided they are in candleholders, please remember to blow them out after your event. We have two large glass holders and tea light holders that can be used upon request.

7) What signage or decorations am I allowed to have?

We don't have a lot of room for signage and as this is a dedicated yoga space, we prefer to keep it clean. Anything affixed to a wall must be approved by KMYOGA prior to event.

8) What do I need to bring with me when holding an event?

Tea towels, a cleaning cloth, plastic cups (if serving drinks), rubbish bags (to remove rubbish), linen cloth for trestle table.

Please be respectful when holding an event at KMYOGA, as it is a dedicated Yoga and Meditation space. Please leave the space exactly as you found it on arrival.

Thank you
Sat Nam
KMYOGA TEAM

If you have any questions, please contact manager@kmyoga.com

We request that you email (manager@kmyoga.com) or post back a signed copy of these guidelines for our files.

I, _____ (Name) hereby acknowledge that I have read and understood the policies and procedures outlined in this document which relate to the event I will be holding at KMYOGA on _____ (date) at _____ (time).

Signature

Date