**Mindful Space Studio Rental**

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|  | **Studio One** | **Studio Two** | Optional cost |
| Rates for 2020 | **$60 / hour** | **$30 / hour** | **Additional $20 / hour :** space usage for food arrangement (see T&C) |
| Mat Space (yoga) | 15 pax approx | 7 pax approx |  |
| Ceiling hooks (aerial yoga/dance) | 12 pax max | - | **Additional $10** for use of hammocks |
| Adult Chairs with flip tables | Est 20 – 30 | Est 12 – 15 | See workshop equipment |
| Children’s chairs | Up to 20 with free space | Up to 20 |
| Tables | 1 – 4 available | 1 – 4 available |
| Free seating on floor | 40 pax approx | 25 pax approx |  |
| Studio fittings | Aircon | |  |
| Wifi | |  |
| Sound system | |  |
| Bag deposit cabinets | |  |
| White board | - |  |
| Wall mirror | - |  |
| Projector | - |  |
| - | TV |  |
| Additional provision  (Check with us for availability and setup timing) | Yoga accessories   * Manduka mats, bolsters, straps, cork blocks, massage balls * All the mats to be wiped down after use (spray provided) | |  |
| Workshop equipment   * Chairs with flip tables for workshops * Children’s chairs * Tables (Adjustable height) 48“L x 24“W x 20-29“H - suitable for groupwork (adult & children) | |  |
| Add-on time   * 30 min set-up before / 30 min wrap-up after | | $10 |
| Water dispenser   * Hot & Cold water only | | Waived currently |

**Studio Rental Form**

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| **Name** |  |
| **Mobile** |  |
| **Email** |  |
| **Workshop / Event Title** |  |
| **Workshop / Event Description** |  |
| **Date and Time** |  |
| **Total Duration** |  |
| **Number of Pax** |  |
| **Studio** | * Studio One * Studio Two |
| **Furniture or Props required** | * Yoga Mats. Quantity . * Adult chairs with flip tables. Quantity . * Children’s chairs. Quantity . * Tables. Quantity . * Projector/TV (laptop not included) |
| **Special request** | * Marketing collaboration from Mindful Space (20% fee) * Corridor space for food arrangement (food service not included) * Others Please check with us early so we can advise on the feasibility. We may not able to accede to last minute arrangements.   . |

**Payment**

Full payment with completed agreement required to secure the booking.

Please send confirmation to [connect@mindfulspace.com.sg](mailto:connnect@minndfulspace.com.sg) upon payment.

* Internet Banking

OCBC Bank (Bank Code 7339 / Branch Code 550)

Mindful Space Pte Ltd

6875 8494 6001

* PayNow: Mindful Space Pte Ltd

UEN: 201906545M001

Reference: Name

By submitting this form, I agree to the following and understand that Mindful Space reserves the right to approve or refuse the final booking.

**Booking policy**

1. Changes to dates or time slots may be allowed if informed at least 2 weeks in advance, depending on availability.
2. Studios must not be used for any religious, political, discriminatory or unlawful purposes, misaligned with Mindful Space’s values.
3. Mindful Space accepts no liability for any injury or illnesses that occur to participants during the time of rental.
4. Mindful Space is not responsible for any loss of personal items.
5. 70% refund for cancellation 14 working days or more, before start of booked date.  
   50% refund for cancellation 7 working days or more, before start of booked date.  
   Refunds not applicable for cancellation less than 7 working days before start of booked date.
6. Cancellation with penalties would be imposed by Mindful Space if there is found to be misrepresentation of the activities after booking, or if our T&Cs are violated.
7. Refer to [centre guidelines](https://www.mindfulspace.com.sg/policies-guidelines) on our website for other relevant information

**Rental rules**

1. Rental cost includes 15min set up time and 15min pack up. Additional time needed is chargeable.
2. Use all equipment and remote controls with care. Should any item (furnishings, yoga props etc) be found to be damaged, renters would be notified for replacement or reimbursement.
3. Keep the sessions contained within the studios.
4. Adult supervision required at all times for children classes.
5. Return all yoga props into original place after use.
6. Wipe down used mats with the provided disinfectant and cloth.
7. Keep the place neat and clean at all times.
8. Turn off the lights, aircon and projector before leaving the studio.
9. Strictly no food and flavoured beverages in the studio.
10. Cleaning/repair fees may be imposed for stains or damage to acoustic panels/ shock-absorbent floor/ cushions and such.

**Special Requests**Food catering / arrangement

1. Mindful Space does not provide food arrangement. The additional $20 per hour is for space usage and logistics.
2. Use of Corridor (right outside the Centre) for refreshment: one table may be provided on request.
3. Use of Reception Area (outside the studio but within Centre) for catering: tablecloth and all other utensils/napkins etc not provided
4. Food arrangement is subjected to Mindful Space’s approval. Please discuss with us.

Co-marketing/publicity Initiative   
If Mindful Space collaborates to do publicity and marketing to our customers, there is a 20% referral fee for each successful participant from our database. This is over and above the rental charges, or other services provided.

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| Signature: Date: |