



## Ad Hoc Studio Hire

Bristol City Yoga Ltd

The Studio 16, Studio 19 and the Therapy Room can be booked on an ad hoc basis. Alternatively we have a range of flexible monthly tariffs for the Therapy Room (only) which are suitable for therapists, please enquire for more information.

We accept bookings for workshops, treatments, talks, meetings, conferences, movement practice space, photoshoots and any other events.

We cannot accept bookings for yoga classes, yoga workshops or yoga events as this would conflict with our business. If you are unsure – contact us – [info@bristolcityyoga.co.uk](mailto:info@bristolcityyoga.co.uk).

We have spent over a decade building our reputation and our brand, therefore we cannot offer marketing, affiliation or promotion when you hire our space.

### Prices

#### Therapy Room

£10 per hour

8 hours – 20% off - £64 (£8 per hour)

If you want to use the Therapy room for treatments regularly – visit

<https://bristolcityyoga.co.uk/therapy-room-hire/>

#### Studio 16 and 19

£20 per hour

8 hours – 20% off - £128.00 (£16 per hour)

### Booking the Room

Before we give you access to our booking system we require:

- An electronic copy of the group leader's public liability insurance (and subsequent copies when you renew) or a signed waiver
- A copy of the group leader's qualification certificates
- An electronic copy of the group leader's first aid certificate
- A description of what you are going to use the space for
- Contact details of the person who will be leading the group.

## Terms of Booking

- All bookings must be made through our online booking system.
- The person who books the room and who we have documents for (first aid/insurance/certification) must be present during the hire and holds full responsibility for the group.
- We cannot accept bookings for yoga classes, yoga workshops or yoga events as this would conflict with our business. If you are unsure – contact us – info@bristolcityyoga.co.uk.
- We have spent over a decade building our reputation and our brand, therefore we cannot offer marketing, affiliation or promotion when you hire our space.
- Noise – if your group/event will be noisy then you will need to do one of the following:
  - Book studio 19 during the day/early evening (not the late evening)
  - Book studio 16 during the evening but you must also book the therapy room as well (so that you don't disturb any therapists)
- In exceptional circumstances we may need to adjust your booking. We reserve the right to make changes to your bookings with advance notice of 12 weeks.
- Opening hours are at the discretion of management.
- BCY takes no responsibility for double bookings or booking mistakes.
- **Your booking includes a shared 15min changeover period before your booking, and another 15min shared changeover period after your booking.**
  - The 15min changeover period is shared between the two hirers.
  - If you need longer setup or pack down time, or for this time to be private, then you must add this onto your booked slot.
- **If you do not make a booking for over 3 months then your account will automatically be removed from our system, you are welcome to sign up again if you want to book the room in future.**

## Billing

- You will be billed for your rental when you book. Payment will be taken via direct debit 1 – 3 days after the invoice is raised.
- Payments must be paid via direct debit, an active direct debit mandate (created through our booking system) is required to book and use the room.
- Payments will be taken via direct debit 1 – 3 days after invoices have been sent. You will see 'GOCARDLESSLTD Ref: BRISTOLCITYY' on your statement.
- We reserve the right to review the Room Hire Fees annually and agree to inform hirers at least 1 month prior to any fee changes. Any changes will not apply to any bookings already confirmed.
- If invoices are unpaid for more than 14 days we may remove your access to the booking system and cancel your booking.
- Payments are non-refundable.

## **Cancellations and Rescheduling**

- If you need to reschedule your booking please contact [receptionbcy@gmail.com](mailto:receptionbcy@gmail.com)
- Rescheduling is subject to £50 admin fee.
  
- Cancellations with up to 16 weeks notice from the first day of your booking – you will receive a 50% refund.
- Cancellations with less than 16 weeks notice from the first day of your booking will not receive a refund.

## **Marketing, Enquiries and Bookings**

- Your rental fees do not include marketing.
- We have spent over a decade building our reputation and our brand, therefore we cannot offer marketing, affiliation or promotion when you hire our space.
  - **You are strictly prohibited from using Bristol City Yoga's name, branding, logo or any other marketing material to promote your event. You may not affiliate yourself to Bristol City Yoga at any time.**
  - To promote the location of your event please use the street address of the building you are using
    - Studio 16 - 16 Backfields Lane, Bristol, BS2 8QW.
    - Therapy Room – 16 Backfields Lane, Bristol BS2 8QW
    - Studio 19 – 19 Backfields Lane, Bristol BS2 8QW
- BCY will not take any bookings, monies, or answer any enquiries about your event.
- Hirers have full discretion over their prices, cancellation policies and cancellation charges.

## **Collaboration**

If you are interested in collaborating and having your events affiliated with BCY, then please contact us with more information about what you do. We would need to be confident that your offering would fit within our ethos, would be popular with our students and that the teaching is to a high standard. Please note that this would be a different arrangement to hiring the space - BCY would handle all administration, monies and inquiries and would remit you an hourly base rate plus an amount per booking.

## Facilities and Equipment

We provide the following equipment and facilities for you to use, depending on which studio you use some things may need to be requested in advance – please check carefully what is available in the studio you are using.

### Studio 16

- Yoga equipment - mats, blankets, bolsters, bricks, blocks, belts and eye pillows

The following shared spaces are downstairs:

- Reception area
- Changing rooms - male, female and all genders
- 2 toilets
- A small kitchen - with kettle, crockery, cutlery & fridge – please note this is a silent space.

Available on request:

- Chairs
- Projector - £5
- Whiteboard, pens and eraser - £2.50
- Tea and coffee - herbal and normal tea, dairy milk, non-dairy milk and filter coffee - £20

### Studio 19

- Yoga Equipment - mats, bolsters, blankets, blocks, bricks, belts and eye pillows
- 1 Toilet
- Coat hooks and shoe rack
- Whiteboard
- Kitchenette with cutlery, crockery, sink, tea urn, hob and fridge

Available on request:

- Chairs
- Projector £5
- Pens and eraser for the whiteboard £2.50
- Tea and coffee - herbal and normal tea, dairy milk, non-dairy milk and filter coffee - £20

## **Therapy Room**

- 2 chairs and a small table
- Massage couch

The following shared spaces:

- Reception area
- Changing rooms - male, female and all genders
- 2 toilets
- A small kitchen - with kettle, crockery, cutlery & fridge – please note this is a silent space.

Available on request:

- Yoga equipment - mats, blankets, bolsters, bricks, blocks, belts and eye pillows

## **During Your Hire**

- Before you use the room you will be given a fire safety induction and will be shown how to use the space you're renting.
- We will also send you a document with useful information during your hire.
- If a key is required, you will be invoiced for a refundable £20 key deposit.
- If you lose a set of keys then you will be charged £20 per set.
- The studio space will be offered in a clean and tidy condition and must be returned by the hirer in the same state after each use.
- Cleaning equipment is provided for all spaces, further information will be provided before your hire.
- Please ask your students/clients to keep noise to a minimum when using the shared spaces around the studio and when leaving.
- The kitchen in studio 16 (outside the Therapy room) and the changing rooms are a silent space. Please let your group know this and make sure that they keep noise to a minimum.
- Shoes must not be worn inside the studios.
- The floor must be swept at the end of each session. Any spills must be cleared up.
- You must wash and dry and put away all cutlery/crockery before you leave.
- All equipment and belongings must be cleared away.
- You will be charged for any damage caused during your hire.
- We cannot guarantee complete silence during your studio use.
- As a space user you are responsible for the security of the building. You must follow the security procedures, these will be given to you before your hire.
- You must start and end sessions promptly. If you consistently run over your slot we reserve the right to charge you for extra time, remove your future bookings and remove your access to the room.
- Studio 19 and the Therapy room – please make sure that all electric heaters are switched off. If heating is left on in these rooms overnight, you will be charged for extra heating costs of £30 per night.
- When in reception please talk quietly so as not to disturb yoga classes or therapists.
- Keep discussions with receptionists to a minimum; do not distract them from their work.

- If asking students to be quiet, be polite.
- Remain professional at all times.
- If you are disturbed by excessive noise, or have any issues or complaints let management know via email. We ask that you do not make complaints directly to receptionists or in front of students/clients.

**By signing up to and using our booking software you are agreeing to adhere to these terms and conditions. BCY reserves the right to remove your bookings and membership if we feel that any terms of this agreement have been breached.**