



## VENUE (incl Room #1 / workshop space) HIRE RULES

- No smoking, smudging, drugs, alcohol, or illegal substances on the premises
- No BYO food or drinks on the premises (water bottles are ok) unless prior agreement with the Lessor has been negotiated
- No open candles at any time or any other products that may damage or stain the carpets.
- No extra heaters, fans used in Room #1
- No alterations or additions to be made to the venue, its structure, or fittings, or decorations or furnishings or facilities or equipment without prior written approval by the Landlord
- No blue/white tack is permitted on the walls
- Keep it clean and neat at all times, respect the venue.
- Respect other practitioners using Kokoro spaces during the time you hire the space
- All equipment must be used in Room#1 only and not taken out anywhere beyond Kokoro.
- Water/Tea/coffee is provided. Please clean the crockery/mugs after you have used them.

## VENUE HIRE – END OF SESSION/EVENT CHECKLIST

1. Chairs can be left set the way you used it for your session or stacked against the walls.
2. Vacuum the floors (vacuum cleaner located in storage room/kitchen space)
3. Remove any created rubbish/waste – bins are located behind the building (let's care about our Gaia, recycle what you can. Recyclables into Yellow Bin, Green waste into Green Bin, all other waste into Blue Bin)
4. Turn off the air-con.
5. Turn of the wifi (at the reception desk, small button at the back of the modem)
6. Turn off the data projector and pull the screen up if they have been used
7. Turn off all the lights (including in the bathroom).
8. Lock the front door (top & bottom), lock the back internal door.
9. Arm the alarm and then exit & lock the back door (main & security door).