



Venue Hire Agreement

Date: _____

Between **Kokoro Healing Collective**, 259 Grange Rd. Findon SA 5023, P: 7255 2980 / 0415 066 990, E: book@kokorohealingcollective.com, ABN: 46 919 209 826

And (Hirer)

Event Title _____

Company Name _____

Representative _____

Address _____

Phone _____

Email _____

Booking Details:

Name of space **ROOM #1** / workshops space at 259 Grange Rd Findon SA 5023

Day / Date of Event _____ Event Time _____

Access / Hire Time : Start (set up) _____ Finish (pack-up) _____

Fees and Charges

- **\$25/ph** (one off event, any day of the week)
- **\$20/ph** (or Regular hire - minimum of 6 occurrences)
- **\$60 half day weekend** (9am-2pm or from 2pm on - providing that 2 events during the day can be booked all up for the day, otherwise full day fee applies)
- **\$60 full day week-day & \$80 Sat or Sun**
- **\$120 - full weekend / both Sat & Sun**
- Please remember to add minimum 15 mins for set up and 15 mins for pack up into your hire access time if you are going to set things up.



Venue Hire Fee does include:

- Access and use of the Kokoro Healing Collective for the use and times as stated above for a maximum of **8 guests on mats** or **21 guests theatre style** on chairs
- 22 folding chairs
- Lighting, air-conditioning / heating
- Bathroom and kitchen facilities
- White board and markers

Venue Hire does not include:

- Any additional Staff
- Cleaning and Waste removal
- Additional furniture or equipment

Payments

1. **Deposit Payment – 20% of the total hire fee, within 7 days from the booking date (non-refundable)**
2. Balance Payment – this must occur no later than 1 month (30 calendar days) prior to the event
 - Payment is subject to cancellation clause
 - Deposit to be made by direct banking, www.PayPal.Me/GraceLoveAngel or cash Bank Account / Kokoro Healing Collective: BSB: 015025 Account: 423051782
 - **The booking is secured and confirmed only when the Full Payment is made and the Venue Hire Agreement has been signed and sighted.**
 - Key to access the venue can/will be provided once the full payment is made. Key distribution form must be signed for insurance purposes. Refundable deposit of \$25 applies - payable with cash upon the key exchange.
 - Any additional charges (eg for extended hours, additional cleaning costs, damages, etc) is required to be settled at the completion of the function.

Cancellation Policy

- More than 3 months prior to the function – 80% Refund (Full Payment Minus Deposit)
- More than 1 month prior to the function – 50% Refund
- Less than 1 month prior to the event – No Refund

OHS / Prohibited Activities

- No smoking, alcohol, drugs or any illegal substances are permitted on premises
- No open candles usage permitted
- The hirer will make No alterations or additions to the venue, its structure, or fittings, or decorations or furnishings or facilities or equipment without prior written approval by the Landlord (no blue tack/etc on walls)



Promotion / Marketing (optional)

To help promote your event, please provide us (to book@kokorohealingcollective.com) with:

for Kokoro Website (www.kokorohealingcollective.com):

- Full description of your event (benefits, dates, frequency, etc)
- price/s (and any info on how to pay and/or links to payments)
- photo/s (of facilitator and another one related to the event/logo)
- facilitator name and brief bio

for Kokoro Fb Page (<https://www.facebook.com/kokorohealingcollective>):

- add Kokoro as a co-host if you like

for Kokoro MeetUp Page (<https://www.meetup.com/Kokoro-Events>)

for Kokoro premises:

- A4/A3 poster x 2
- printed fliers (not more than 30)
- business cards (if applicable)
- others (if applicable) - please contact us to discuss

Promotion starts upon the full deposit payment of the hire fee. We suggest a minimum of 8 weeks of promotion prior to the event.

Non-Exclusivity

Kokoro Healing Collective reserves the right to use any other part of the premises for any other purpose at the same time as the Hirer is occupying the venue/space specified above.

Insurance

The Hirer is fully responsible for their own public liability and event insurance.

PRINTED HIRER'S NAME _____

HIRER'S SIGNATURE _____

(Please initial each page)

DATE _____

Signed by Kokoro _____