

# The Light Room

A fabulous new Kundalini Yoga Studio and Wellness Centre, located at 325 Maunganui Road, in the heart of Mount Maunganui.



## THE LIGHTROOM HIRERS AGREEMENT

### EVENT - TBC

We at The LightRoom are honoured to offer our space for your event. Our space is sacred and we take pride in every inch of what we have created for our community.

As someone who is entering our space we would ask that you be aware of and take care of the following things:

We leave the space beautifully presented for you and trust that you will also leave it the same for the next person to receive.

Candles, tissues, water and tea are offered for your participants however it is VERY important that open vessels must be carefully taken care of as to not spill onto and damage our flooring. Please remind all attendees of this care and in the event of a mishap please address immediately.

We have small cups in the bathroom for your use. Tea towels are under the sink.

Please leave the toilet seats down and check they are clean, toilet cleaner is in the bathroom.

Lighters and spare candles are in the reception desk drawer.

If you are to use the heaters, please **ENSURE THEY ARE SWITCHED OFF AT THE WALL** before you leave. This is **IMPORTANT** as they are on thermostats and may seem like they are off however they will keep turning on after you have left otherwise!

Please make sure our mats, blankets and bolsters are put back as they are found, neat and tidy and ready for the next class/event.

When locking up please check to ensure all the windows are closed and doors are locked.

Enjoy the space and know that the energy you bring to the space will fill the hearts of those that follow.

Thank you once again for choosing to bring your light to our light and make a difference to our community.

For **Hire Only Agreements** a 50% deposit to secure the space is requested upon booking, with remaining hire balance to be paid on the day of the hire. An invoice will be issued on the day of hire.

For **50/50 Event Agreements** the balance of revenue will be calculated and upon receiving an invoice with Hirers bank account details, paid on the Thursday following the event.

We look forward to sharing the love with you in the very near future

Sat nam

[Rayna & Soreya](#)

The Light Room, 325 Maunganui Road, Mount Maunganui.  
Rayna Love 0274640691 Soreya James 021340123  
[www.thelightroom.studio](http://www.thelightroom.studio)

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EVENT DETAILS (add additional dates or events on a new form)	
NAME OF THE EVENT / DATE	
FACEBOOK EVENT LINK	
WEBSITE EVENT LINK	
COMMENTS (Other details, presenters names etc)	Chairs may be required (# tbc)
HIRERS DETAILS:	
FIRST NAME / LAST NAME	
PHONE MOBILE / PHONE OTHER	
EMAIL	
WEBSITE	
SOCIAL MEDIA	
POSTAL ADDRESS	
HIRE DETAILS	
VENUE	The LightRoom, 325 Maunganui Road, Mount Maunganui.
HIRE DATE	
HIRE START TIME	
DOORS OPEN / EVENT START / EVENT FINISH TIMES	
HIRE FINISH TIME	
<b>TYPE OF HIRE ARRANGEMENT: VENUE HIRE ONLY</b> (Hirer hires venue, self promotes the event and collects revenue 2 hours minimum hire period) 50% DEPOSIT REQUIRED to confirm the booking.	
VENUE HIRE PER HOUR	\$35
VENUE HIRE PER 3 HOURS	\$90
VENUE HIRE PER HALF DAY	\$100
VENUE HIRE PER FULL DAY / EVENING	\$160
VENUE HIRE (OTHER)	TBA
<b>TYPE OF HIRE ARRANGEMENT: EVENT PARTNERSHIP 50/50</b> (Hirer & The Light Room promote event equally; Net Revenue split 50% Hirer 50% The Light Room, \$100 Booking Deposit may be required to confirm booking.	
<b>Notes:</b> Marketing costs to be agreed by both parties in writing and marketing costs shared equally by both parties. Marketing costs expected to be less than \$40, being 1x Facebook Boost campaign and poster and flyer printing and distribution.	
PAYMENTS	
BOOKING DEPOSIT 50% OR \$100 / DATE PAID	\$ _____ Date _____
BALANCE AMOUNT (DUE ON DAY OF HIRE)	\$ _____ Date _____
THE LIGHT ROOM BANK ACCOUNT DETAILS	38 9020 0091537 00 KIWIBANK
HIRERES BANK ACCOUNT DETAILS	
COMMENTS	

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<b>TICKETING</b>	
TICKET PRICE (GENERAL ADMISSION)	
DOOR PRICE (if available)	
SUPER EARLYBIRD PRICE	
SUPER EARLYBIRD CUTOFF DATE / LIMIT	
EARLYBIRD PRICE	
EARLYBIRD CUTOFF DATE / EARLYBIRD TICKET LIMIT	
THE LIGHTROOM MEMBERS TICKET PRICE	(typically 10% to 50% discount)
ANY OTHER SPECIAL PRICING DETAILS (ie combo deals)	
TICKET SALES ALLOCATED MINDBODY (ie TLR members)	
TICKET SALES ALLOCATED EVENTBRITE & FACEBOOK	(Note Eventbrite ticketing incurs a small charge for their booking fees)
COMPS ALLOCATED FACEBOOK	
COMPS ALLOCATED TO TLR	2 (Soreya and Rayna)
COMPS ALLOCATED TO MEDIA & PR	
TOTAL CAPACITY (depending on event layouts required)*	40
<b>VENUE LAYOUT AND OTHER REQUIREMENTS (please refer to the Technical Specifications on page 4)</b>	
PRODUCTION / AUDIO VISUAL REQUIREMENTS	In house stereo PA provided by TLR: 300Watt 6 Ch Mixer, 3mm AUX input, 1x Microphone, 2x 10" speakers. 1x Sub. Additional sound equipment, special effects & mood lighting available with prior arrangement.
STAGE (2.5M W x 1.5M D x .3M H)	Provided by TLR
ARRANGEMENT FOR ACCESS & LOCKUP	Provided by TLR staff
TEA AND FILTERED WATER	Selection of herbal teas, kettle, mugs, water
ACCOMMODATION	Available with prior arrangement.
CHAIRS	Available with prior arrangement.
CARPARKING	1 x onsite car park available with prior arrangement.
ROOM LAYOUT (clear space / mats, bolsters, blankets / other )	
<b>* TYPICAL COMFORTABLE CAPACITY:</b>	
For 'normal' Yoga type activities: 30ppl, Sitting on floor : 50ppl, Seated on chairs: 40ppl, Standing only : 50ppl	
<b>NOTES</b>	
THE LIGHT ROOM RESERVES THE RIGHT TO HAVE A STAFF MEMBER ON SITE AT ALL TIMES TO ASSIST DURING ANY VENUE HIRE.	
CANCELLATIONS POLICY : greater than 4 Weeks prior to event: Full Refund of Hire Deposit, greater than 2 weeks prior to event: 50% Refund of Hire Deposit, less than 2 weeks prior to event: 25% Refund of Hire Deposit, less than 1 week prior to event: No Refund of Hire Deposit.	
<b>WE AGREE TO THE ABOVE BOOKING AGREEMENT DETAILS</b>	
Signed on behalf of The Hirer	Signed on behalf of The Light Room
Date:	Date:

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TECHNICAL INFORMATION	
<b>ACCESS</b>	Covered ground level access, close to street and onsite parking at rear, good wheelchair access available.
<b>CAR PARKS ON SITE</b>	2 x dedicated car parks at rear of building (labelled The Light Room #8 and #9)
<b>CAR PARKS OFF SITE</b>	FREE street parking on Grove Ave and the immediate side streets, 60 MIN parking on Maunganui Rd.
<b>MAIN ROOM SIZE</b>	8M square, 2.4M ceiling height, natural light (with adjustable blinds) and dimmable LED Lighting (white)
	Wooden floor, small stage, reception desk, herbal teas corner with couches and seating.
<b>SECOND ROOM SIZE</b>	Approx 2.5M square, 2.4M ceiling height, natural light and dimmable LED Lighting.
<b>STORAGE ROOM</b>	Approx 2.5M square, 2.4M ceiling height, storage for 12 mats, bolsters, woollen blankets, cupboard for supplies.
<b>TOILETS</b>	1x normal toilet, 1 x disabled toilet and washing area.
<b>AUDIO VISUAL</b>	In house stereo PA - 300Watt, 6 Ch mixer, 3mm AUX input, microphone, 2x 10" speakers, 1x Sub
	With prior arrangement, a range of Audio Visual equipment is available. I.e larger PA system and engineer, speciality microphones and stands including wireless microphone/ headset/lapel mic etc, mood and special effects LED lighting.
THE LIGHT ROOM MARKETING AND PR – 50 50 Partnership deal	
	The LightRoom Membership Database – 400+ppl
	Website: <a href="http://www.thelightroom.studio">www.thelightroom.studio</a>
	Facebook page: <a href="http://www.facebook.com/thelightroomnz">www.facebook.com/thelightroomnz</a>
	Facebook pages for local groups ie Tauranga and Mount Maunganui notice boards / yoga / wellness
	Facebook event pages
	MindBody marketing and ticketing through the MindBody mobile phone App
	Local newspapers in print and digital
	Event gig guides (Eventfinda syndicating to Stuff.co.nz, The Herald, Whats On etc)
	Poster / flyer placement, local cafes etc
	The Light Room monthly newsletter, printed and by email
	Local business network database / websites
	Verbal announcements by teachers at end of classes
NEARBY FACILITIES	
	World class beaches 5 min walk at end of Grove Ave (last 6 years in a row as voted by Lonely Planet Magazine, excellent health foods and beverages nearby (including Be Organics, Vitality Organics, Pluto) accommodation, cafes, bars, restaurants, car parking, transport (taxi, bus, bicycle hire etc) all within very short walking distance.

OTHER NOTES:

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