

Workshop Application/Contract- Soul Tree Yoga, LLC
www.SoulTreeColorado.com

*Fill out and email to studio@soultreecolorado.com a minimum of 45 days from your proposed event dates. *PRINT OR TYPE CLEARLY

Presenter's Information:

Name: _____ Date _____

Address: _____

Phone: _____ Email: _____

Proposed Workshop Information:

Workshop title: _____

Requested Date & Times: (check website for class schedule & Events for availability)

Choice #1: Date: _____ Times/length: _____

Choice #2: Date: _____ Times/length: _____

(must be at least 45 days from application date, ideally 60+ days)

Studio Preference (cannot be guaranteed) Circle One: South Simpson

Rate for event: (we recommend \$8-\$15 per hour.)

Preregistration (optional) \$ _____ Event \$ _____

Event Description: (Please use clear and concise language of 70 words or less to be used for promotional materials.)

***Workshop 60%/40% split includes flyer design, PDF for you, & 6 color copies to be displayed at Soul Tree Yoga

***Please email any images you may want on your flyer, headshot and short bio along with this application. *Photos must be professional quality.

Post Workshop Cleaning: You are expected to make sure that when you leave, ALL props are put back, trash is picked up and lights/heating is turned off. The space must be presentable for the following class. Sweep, mirrors, empty trash and stock the bathrooms.

Would you like us to clean the space for you for you? \$25+ Yes___ No___

*Please note if you select no and the space is not properly cleaned we reserve the right to charge the cleaning fee.

Are you a current instructor at Soul Tree? Yes___ No___

If you are not a current instructor an Ambassador will be appointed to you. He/She is a volunteer who will be appointed to assist with the following tasks in exchange for attending your workshop for free:

-Opening & Closing the studio

-Signing in students/taking payment

-Showing you location of lights/ heat/ sound system/restrooms etc. and helping you settle in.

**In exchange the Ambassador will take your class for free.

Please note: the Ambassador is NOT your personal assistant for the workshop, though they are there to help with the space. We want them to enjoy the experience of the workshop in exchange for helping with the above duties

- If you are a current teacher and would like an Ambassador at your event please check here: _____
- How much time prior to the event do you need to set up? (20 min. is average) : _____
- **Do you have a minimum student request to hold the workshop? If so, how many? _____ Is there a maximum? _____

(*see cancellation policy about minimums)

Rental Terms & Conditions:

Upon workshop approval this application will act as a contract for your event. You will receive an email with the confirmed date/time of your event.

*Must Initial and/or fill out each term.

- For Rentals only: We do not advertise for you, and you will be invoiced. Payment is due on the day of the event. Cash or check only to Soul Tree Studio, please give to the ambassador. _____
- All money is processed through Soul Tree and is split 60%/40% You/Soul Tree respectively. We request a 50% discount for Soul Tree instructors and 20% off for Yoga Teacher Trainees. We find this assists in boosting your attendance. If you do not agree to this term do you have another offer?

- You must have liability insurance in the field of your expertise. Policy Name & Number:

- We do our best to promote your event and request that you do the same. Please post fliers where you feel are relevant, share with social media and send a dedicated newsletter to your contact list. We request that the same title/verbiage and photos are used in all marketing as we strive to create a “brand” for your event. _____
- We will send you a flier proof to approve. We reserve the right to update any image, verbiage or cost if it feels unaligned to Soul Tree. Any changes will be shared via the flier proof prior to print to get your approval. _____
- Please email any images you may want on your flyer, headshot and short bio along with this application. *Photos must be professional quality. _____
- In the event that an ambassador is needed and we cannot find a volunteer there will be a \$20/hr fee either added to your invoice or taken out of your 60%. _____
- **Rental benefits to you include:**
 - o Listing on www.soultreecolorado.com for 30 days preceding the event
 - o Listing on Soul Tree Studio’s newsletter to 2000+ clients and listings on marketing and social media networks, announced in weekly classes.
 - o Flyer creation & Posting of flyers at the studio
 - o Use of props - may include: blankets, mats, bolsters, blocks, straps and balls
 - o Use of facilities including: restrooms, filtered water, and stereo—please note stereo is IPOD/AUX Cord ONLY you are responsible for bringing your own music if needed. The following are NOT included, but can be for an additional fee:
 - *Cleaning up (making sure the space is ready for the next class, if not cleaning \$25 charge will be applied) _____

Contract Amendment: please write in any agreed upon changes or additions to the above terms.

Cancellation Policy:

In the event you must cancel the workshop a minimum 10 day notice in writing must be sent to meg@soultreecolorado.com & studio@soultreecolorado.com and \$20 fee will be charged. If canceled less than 10 days from the workshop date a minimum fee of \$30 will apply (\$40 if the workshop is over 2 hours) and a no show will result in a minimum \$50 fee or the 40% fee of paid clients (whichever is more). **We do not allow cancellations once someone is paid and registered. This all applies even if a minimum number of students is requested to host the workshop. Please check in with us 10 days prior to your event if you have any concerns regarding attendance.

I understand and agree to all of the above:

X_____ Date:_____