

### **Admin Fee**

A one-time \$30.00 non-refundable administrative fee is required for all new renters.

### **Rental Agreement**

- All renters are required to sign a Rental Agreement annually which outlines the terms of your business with MBR.
- A signed Rental Agreement and the \$30 admin fee are due **before** the first booking.

### **Deposits**

- A deposit is required for all workshops and weekend bookings in the Large or Small Studios.
- 50% deposit of the total fee as shown on the Rental Agreement is due upon confirmation of the booking(s).
- For Monthly Office Rental, one month's rent security deposit is due upon signing the Rental Agreement.

### **Payments**

- Small Office Payments can be made in advance or on the day of your booking.
- Large and Small Studio bookings require 50% deposit, payable when a rental agreement is issued. The balance of the rental fee is due on the day of your booking.

### **Keys and Access**

- Please pre-arrange access to MBR with the rental manager, if you are coming in early mornings and weekends.
- Return borrowed keys to the office when you arrive for your session.
- Make sure the elevator is locked before you begin.
- Keys returned late incur a \$10/day late fee. Lost keys incur a \$150 charge.
- Renters are responsible for buzzing in their own clients, students, etc.

### **Bookings Policy**

**Booking requests are to be sent via email to: [services@movingbodyresources.com](mailto:services@movingbodyresources.com).**

**Please note that emails are most often checked between the hours of 10am – 8pm, *Sunday through Friday*.**

**To view room availability: <http://ouronlinecalendar.com/mbr/>**

We are not generally set up for short notice (less than 24 hrs notice) or “day of” bookings. For your easiest convenience book ahead and when that is not possible, we will do our best to accommodate your requests.

Renters are to pay at the beginning of the session.

Renters must adhere to the Cancellation Policy (see page 2).

Minimum Information required for booking includes:

- Renters full Name and Contact Information
- Date of scheduled event
- Start and End Time of scheduled event

Please be aware that you must schedule back to back sessions or leave a minimum of **1 hour** between rentals. Otherwise you will be charged for the time between your sessions.

## Rental Rates for 2022

<b>Large Studio (1400 sq ft)</b> Hourly rate is based on the number of attendees	<b>Small Studio (400 sq ft)</b> Hourly rate for maximum 10 people.	<b>Small Office Spaces 12x12</b> RM 1, RM 2 & RM 3 (minimum 1 hour booking)
<b>HOURLY</b> <b>RATE</b> <b>NUMBER OF ATTENDEES</b>	<b>HOURLY</b> <b>RATE</b>	<b>RATE</b> <b>HOURS</b> (additional 1/4 hrs are \$9.25)
\$86hr      14 or fewer	\$57 hr	\$37    1hr
\$109hr    15 to 19		\$68    2hrs
\$138hr    20 to 25		\$99    3hrs
\$145hr    26 or more		\$130   4hrs
		\$161   5hrs
		\$188   Full Day – 6 or more hours

## Cancellation Policy

### Small Offices:

- **Hourly / “As needed” bookings**
  - Less than 24 hours prior to scheduled event– Full rental fee is due.
  - More than 24 hours prior to scheduled event – No charge.
- **Full Day and Ongoing Bookings (made less than 30 days in advance)**
  - Less than 72 hours prior to scheduled event – Full rental fee due.
  - More than 72 hours prior to scheduled event – No charge.
- **Advanced Full Day and Ongoing Bookings (made more than 30 days in advance)**
  - Less than 14 days prior to the scheduled event – full rental fee is due.
  - More than 14 days prior to scheduled event – Refund minus \$25.00 admin fee.

### Large and Small Studios:

For all Large or Small Studios bookings: Your Booking is secured once MBR has received both a signed Rental Agreement and a 50% Deposit.

#### **BOOKINGS MADE LESS THAN 30 DAYS OF SCHEDULED EVENT:**

- **Classes, Workshops & Weekend Bookings:**
  - Cancellations made Less than 72 hours prior to event start date: Full rental fee is due.
  - Cancellations made Less than 7 days (1 week) prior to event start date: 20-50% Deposit refundable.
  - Cancellations made More than 7 days prior to event start date: Deposit Refund minus \$25.00 admin fee.

#### **BOOKINGS MADE MORE THAN 30 DAYS PRIOR TO SCHEDULED EVENT:**

- **Single Date Bookings:**
  - Less than 14 days prior to scheduled event: Full rental fee is due.
  - More than 14 days prior to scheduled event: Deposit refund minus \$25.00 admin fee.
- **Classes, Workshop & Weekend Bookings:**
  - Less than 30 days prior to scheduled event: Full rental fee is due.
  - 30-60 days prior to scheduled event: 20-50% Deposit Refundable.
  - More than 60 days prior to scheduled event: Deposit refund minus \$25.00 or \$50.00 admin fee.