

Gather Space Pricing and Agreements

An additional 40 minutes (for setup and cleanup only) will be added to your booking time to allow you to prepare for your class and transition smoothly for the next facilitator. Any overtime beyond this will incur additional charges, so please be mindful of the next person's time.

Class time is rounded up to the next full hour for pricing purposes. For example, a 2.5-hour class will be charged as a 3-hour session.

*Weekends are prime time slots, if you book your offering on a weekend it will add an additional \$30 to your total rental fee per day(s).

Tier 1: Basic Rental

- Access to the gathering space for your booked hours
- No additional promotional or logistical support

| Class Length | Price | Deposit |
|-------------------|-------|---------|
| 1 hour | \$30 | \$15 |
| 2 hour | \$50 | \$25 |
| 3 hour | \$80 | \$40 |
| 4 hour | \$100 | \$50 |
| 5 hour | \$130 | \$65 |
| 6 hour | \$150 | \$75 |
| 7 hour | \$180 | \$90 |
| 8 hour (full day) | \$200 | \$100 |

Tier 2: Visibility Package (Marketing & booking support added)

- **Social media exposure** (Limited Instagram post + stories)
- **Email marketing:** Featured in monthly event overview + 1 independent email campaign
- **Event listed on A Touch of Meraki's website** for easy booking

| Class Length | Price | Deposit |
|-------------------|-------|---------|
| 1 hour | \$40 | \$20 |
| 2 hour | \$60 | \$30 |
| 3 hour | \$90 | \$45 |
| 4 hour | \$110 | \$55 |
| 5 hour | \$140 | \$70 |
| 6 hour | \$160 | \$80 |
| 7 hour | \$190 | \$95 |
| 8 hour (full day) | \$210 | \$105 |

Tier 3: Professional Growth Package

Includes everything in tier 2 plus:

Website Feature – Personal **facilitator page** on our website, including:

- Your bio & professional background
- A dedicated section for your upcoming events
- Direct booking for your sessions or workshops

| Class Length | Price | Deposit |
|-------------------|-------|---------|
| 1 hour | \$50 | \$25 |
| 2 hour | \$70 | \$35 |
| 3 hour | \$100 | \$50 |
| 4 hour | \$120 | \$60 |
| 5 hour | \$150 | \$75 |
| 6 hour | \$170 | \$85 |
| 7 hour | \$200 | \$100 |
| 8 hour (full day) | \$220 | \$110 |

Tier 4: VIP Support Package

Includes everything in **Tier 3**, plus:

- **Event Assistance** – Optional **setup support** before your event (basic set up so you can expand with your personal touch and vision)
- **Priority Booking** – Don't pay extra for the prime time calendar dates (weekends)
- **Extended Promotional Push** – Additional social media & email features

| Class Length | Price | Deposit |
|-------------------|-------|---------|
| 1 hour | \$60 | \$30 |
| 2 hour | \$80 | \$40 |
| 3 hour | \$110 | \$55 |
| 4 hour | \$130 | \$65 |
| 5 hour | \$160 | \$80 |
| 6 hour | \$180 | \$90 |
| 7 hour | \$210 | \$105 |
| 8 hour (full day) | \$230 | \$115 |

Content & Development Support *(Optional Add-On Service):*

For an additional fee at a reasonable flat rate, A Touch of Meraki provides **assistance in content creation** to help facilitators refine and enhance their event presentation. This service includes one or all as it applies to you:

- **Custom Image Creation** – Assistance in designing or selecting a high-quality image to represent your offering.
- **Offering Description Support** – Crafting a compelling and clear description for your event, class, or workshop.
- **Creative Enhancements** – Brainstorming additional ideas to enrich your offering, such as unique class elements, engagement strategies, or experiential add-ons.
- **Creation of social posts** -Posts can be created for you to post on your own social media page and can be designed alongside you to match your brand
- **Accountability** -We understand that most of you have other jobs or projects you do outside of your offerings here at A Touch of Meraki. We can help to keep you on schedule with planning, promoting, and launching your event or service.
- **Workshop Flow & Structure Guidance** – Assistance in organizing a well-paced and engaging session.

This **optional service applies to tiers 2-4** and is designed to help facilitators present their offerings in a polished and engaging way, ensuring maximum impact and visibility.

Contact us to get more info and discuss pricing.

Agreements:

- ____ Deposits must be paid to A Touch of Meraki at the time of booking to secure your requested date and time. If you are unable to pay immediately, we will place a temporary 24-hour hold on the selected date and time. If the deposit is not received within 24 hours, the hold will be released, and the time slot will become available for others to book.
 - ____ If for any reason the property is damaged beyond repair it will be required that payment is made to cover the cost of damages. Deposit does not cover damage or cost of replacement.
 - ____ Total rent will be collected, at the latest, 2 weeks before your class, course or event will take place.
 - ____ A donated, not required guest pass for A TOUCH OF MERAKI is suggested for use in promoting your offering. We will use this class pass for a team member or client of the business to help promote you.
- *All Payments will go to A Touch of Meraki. We can invoice you or you can Venmo (@atouchofmeraki) In the note section of payment please specify if it is a deposit or full payment & title of the class.

NO EMOJIS ONLY. For accounting purposes we need to know why money is being collected and for what.

Cancellation policy:

Cancellations made less than 30 days before the scheduled date will result in the full deposit being retained by A Touch of Meraki.

Cancellations made with at least 30 days' notice will be eligible for a 50% refund of the deposit. The remaining 50% will be retained as an **administrative fee** and to account for the potential loss of the reserved time slot if it cannot be rebooked.

What we offer to you in our gather space:

Below is a list of what our Gather Space includes. Any other props, materials etc. will need to be provided by the facilitator.

- Bathroom
- Bluetooth speaker
- Projector or 47in. Smart TV
- Meditation chair x 13
- Yoga mat x 15
- Soft blanket x 30
- Yoga blanket x 15
- Yoga bolster x 15
- Yoga block x 30
- Yoga strap x 15
- 6ft folding table x 2 (includes fitted black table cloths)
- 4ft folding table x 3 (includes fitted black table cloths)
- 5ft bench seat
- 20 white folding chairs
- Whiteboard with pens and eraser
- Water, coffee, tea service included in rental
- 3 practitioner tables
- A variety of tapestries for backdrop or solid black curtain

IF IT IS YOUR FIRST TIME BOOKING WITH US, A WALK THROUGH IS REQUIRED. We will clarify set up options and cleaning requirements as well as how to access/lock up the Gather Space after regular business hours.

A Touch of Meraki Facilitator Rental Agreement

This agreement is made between **A Touch of Meraki** ("Venue") and ("Facilitator") regarding the rental of A Touch of Meraki's space for a class, course, or event. By signing this agreement, the Facilitator acknowledges and agrees to the following terms:

1. Booking & Deposits

- A **deposit is required at the time of booking** to secure the requested date and time.
- If immediate payment is not possible, a **24-hour temporary hold** will be placed on the requested date and time. If the deposit is not received within 24 hours, the time slot will be released and made available to others.

2. Rental Payment

- The **full rental fee must be paid no later than two (2) weeks before** the scheduled class, course, or event.
- Payments must be sent to **A Touch of Meraki Venmo (@atouhofmeraki)**.
- **In the Venmo note section, the payment must specify whether it is a deposit or full payment, along with the class title. No emojis** should be used, as this information is required for accounting purposes.

3. Damage & Liability

- The Facilitator agrees to **be responsible for any damage** to the property beyond normal wear and tear.
- If damage occurs **beyond repair**, the Facilitator is required to **cover the full cost of repairs or replacement**.

- **The deposit does not cover damages** and will not be applied to repair costs.

4. Promotional Guest Pass (*Optional, but encouraged*)

- A **non-mandatory guest pass donation** to A Touch of Meraki is suggested for promotional purposes.
- This pass will be used by a team member or client to help promote the Facilitator's offering.

5. Cancellation Policy

- **Cancellations made less than 30 days before the scheduled date** will result in the **full deposit being retained** by A Touch of Meraki.
- **Cancellations made with at least 30 days' notice** will receive a **50% refund** of the deposit. The remaining 50% will be retained to cover advertising efforts and potential loss if the slot cannot be rebooked.

6. Agreement & Signature

By signing below, the Facilitator acknowledges that they have read, understood, and agree to abide by the terms outlined in this agreement.

Facilitator Name: _____

Facilitator Signature: _____

Date: _____

A Touch of Meraki Representative

Name: _____

Signature: _____

Date: _____

