



Room Hire Information

What events we hire for: We welcome workshops and events in the area of conscious growth and personal development in alignment with our values of non-judgement and inclusiveness. We are also happy to hire for private trainings, meetings, seminars, castings, video shoots etc. We don't hire for boozy parties and children's events.

What's included with hire: Use of the room, cushions, chairs, sound system, yoga mats, shared use of the kitchen.

Limited marketing for conscious events is included which is:

- Listing on our website events calendar
- Co-hosting on our facebook page
- The ability to post once per week in the Leela Community group
- The ability to leave flyers (A5 or A6 portrait) and one poster (A3 or A4) for your event in the space.

Important! - Attendee check in/ building access:

We recommend having an assistant dedicated to help with participant check in at all events, for evening events they will need to be at the downstairs door.

The building door is locked in the evening for security reasons. So for most evening events you will need to **have someone at the downstairs door to greet people or check them in**, although for some small events in the main room you could buzz your attendees in with the intercom.

Please ask us if you would like clarity on how this works if you have not visited the centre! We cannot leave the door open and unlocked. It's the hirers responsibility to manage this.

Cleaning:

Our rates are on the basis that **you leave the space clean as you found it**. It doesn't have to be spotless, but any mess should be cleaned, dishes washed and left to dry, and cushions, chairs and furniture returned so it can be used by the next group. If the bin bags are full please replace them and take to the main bins in the basement carpark.

*If you use candles please be **very careful** with wax*, as it's time consuming to remove. If wax is left on the floor after an event it is a \$50 fee to cover the cleaning time and cost.

Deposits and bonds:

Full upfront payment is required to secure booking.

We take a 50% deposit if a booking is more than \$320, and it is more than 2 months prior to the date of the event.

For large events we may require an additional security bond of \$100, which will be refunded if the space is left clean and undamaged.

Cancellations & Refunds (Updated 08/23):

We now have a different policy for single day/evening events, and weekend/multi day events.

For single day/evening events:

Full refunds: If cancellation is more than 8 weeks before the event date.

50% refund (of total rate): If cancellation is more than 5 weeks before the event date.

No refund: If cancellation within 5 weeks of the event date.

For weekend or multi-day events:

Full refunds: If cancellation is more than 10 weeks before the event date.

50% refund (of total rate): If cancellation is more than 5 weeks before the event date.

No refund: If cancellation is within 5 weeks of the event date.

More info on Equipment & Facilities

The ALC has a shared kitchen area with a fridge, kettles, microwave, cups, plates, some cutlery, herbal tea, but no stove top. There are suitable sound systems and WIFI in both rooms. No microphone.

Cushions, chairs, 2 large trestle tables, one small trestle table, 2 massage tables, and a whiteboard are available for use between both rooms. We have around 15-20 yoga mats. A flat screen tv is available in the smaller room you can plug a computer into. Please let us know which of the following equipment you will need when hiring:

- Chairs
- Cushions
- Yoga Mats
- Tables
- Whiteboard

Parking

2hr metered parking is available in the surrounding streets. There is limited parking for facilitators available on weekends only. Contact us for access instructions.

We recommend weekend, evening and full day parking for participants at Wilson Parking riley st, which is approximately \$10 for all day parking on weekends and evenings, and around \$23 for a full day during the week.

Events with Physical Touch

We are welcoming and non-judgmental of all events and approaches to conscious and authentic growth.

However we do try to ensure that all events in the space are held in a way that is physically and emotionally safe for participants.

Therefore if your event included physical touch, please let us know about it in the enquiry form, and also let us know your training, experience and approach in running these events. We will organise a quick conversation with you if anything needs clarifying.

How to Book In

1. Read and ensure you agree with the terms and conditions at the bottom of this page. Fill in the enquiry form at www.authentic-living.com.au with a short event description, title, dates, times (including set-up and pack down time) and the room you're interested in, and the type of event you are running.

3. If the time available, payment is required upfront to confirm your booking. For bookings over \$320 and more than 2 months out, we take a 50% deposit upfront, and the full balance 8 weeks prior to the event.

3. We will send you an invoice to pay via bank transfer. **Please note your booking is not confirmed until you have paid.**

4. If you would like listing on our website calendar, you can email us your event details and booking link after payment.

Thanks for reading our hire info. ***For pricing and full terms and conditions see below.*** We wish that you have the most love-filled and awesome event at The Authentic Living Centre.

Main Room Details & Pricing

Our main room is a beautiful space suitable for all kinds of workshops, with wooden floors, dimmable lights, and high ceilings. More than just the physical room, the energetic container of this space for conscious work brings a special magic to each event.

Details:

- Approx 90m2 - 8m x 11m
- Can fit theatre style up to 100
(We have 50-60 chairs available)
- Can fit approx 25-30 Yoga mats
- Wooden Floors - Dimmable Lights
- Light Air-Con, Fans & Heaters
- Suitable for Yoga, Movement, Seminars etc.
- Professional sound system with bluetooth
- Natural Light - Windows can be covered



Please note we have 2.25 min hire evenings, and 5hr minimum hire weekends daytimes, and a shoes off policy for dance events to protect the old floor.

Main Room Hire time:	Hire Rate 2023 inc GST	Hire Rate <u>2024 dates</u>
Weekday Evening - From 5pm	\$60 per hour (Min 2.25 hrs)	\$62
Weekday Daytimes - until 5pm	\$55 per hour - \$345 per 8 hr day	\$56/\$352
Weekend Evening - From 6pm	\$60 per hour - Min 2.25hrs	\$62
Weekend Day Rate - 8am to out by 6pm	\$362	\$373
Weekend 5 hrs - out by 6pm <i>(Limited availability)</i>	\$295	\$303
Weekend Full Day/Evening - 8am - Midnight / Overnight set up	\$488	\$505

The Workshop Room

Our workshop room has a very held, loving and nurturing feel to it. It's quiet, carpeted, and has a triangular/trapezoid shape. This room holds space for a range of meditation, healing, men's & women's circles, singing, massage and other workshops. Suitable for up to 30 theatre style, 20 in a seated circle, and around 12-14 for some physical activity.

- Approx 38m2
- Can fit theatre style up to 33
- Can fit approx 10-12 yoga mats
- Can fit 22 Seated in a circle
- Carpet
- Air-con
- Natural light - Dimmable Lights
- Bluetooth Speakers
- Flat screen TV on wall
- Projector Screen on wall
- Can be set up for Practitioner Use



Workshop Room Hire Time	Hire Rate 2023 inc GST	Hire Rate 2024 dates
Weekday/Weekend Evening - After 5pm	\$44 per hour (Min 2hrs)	\$46
Weekday Daytimes - 8am-6pm	\$39 per hour - \$263 - 8hr day	\$41 / \$272
Weekend Day Rate - 8am- out by 6pm	\$288	\$299
Weekend Half Day (5hrs) out by 6pm	\$211	\$222
Weekend Full Day/Evening - 8am - Midnight	\$344	\$355
Practitioner Hire (1 on 1) Weekday daytimes only 8am-6pm	\$22 per hour (min 1.25hr) /\$154 day rate-9am-6pm <i>(contact us for more info on regular use)</i>	

The Authentic Living Centre - Full Hire Terms & Conditions

1. All hiring to be by Licence Agreement between Hirer and Leela Community Inc.
2. A bond may be payable to Leela Community Inc prior to hire (for larger events), and refunded after verification that the centre and surroundings are left in the same level of cleanliness as prior to hire. Repairs to paintwork, walls, appliances and breakages, and cleaning if necessary will be paid from Hirer's bond. If additional cleaning is required after a hire, a standard cleaning fee of \$80 will be charged.
3. For building security the building door downstairs must remain closed in the evening, unless attended by someone It is the hirers responsibility to ensure participants can gain access after this time, and to have assistants available to do this if needed.
4. ***The Public Liability of Events is the Hirer's Responsibility.***
5. It is the Hirer's responsibility to ensure all participants and those involved or attending events use the centre, it's contents, surroundings, and appliances in a safe manner.
6. Incense, sage and candles are permitted **if used safely. It is the hirer's responsibility to ensure they are used safely, which includes ensuring keeping all fire and hot materials away from anything flammable, checking where fire extinguishers are and how to operate them prior to your event.** All candles must be used in holders which are stable and safely positioned.

In the event any sort of fire that results from candles, incense lit by the hirer, all repairs and expenses including extinguisher replacement/refill is be to paid by the hirer. **Any spilled wax to be cleaned by the hirer. Do not put incense sticks in pot plants!** The plants don't like it.

7. No stomping or jumping in the main space, and no dancing with shoes. Our floorboards are relatively fragile and must be used considerately.
8. **Windows must be closed if noise or music is at a loud level.** No loud music after 9.30pm, unless special exception granted by us.
9. It is the hirers responsibility to ensure your participants access the centre, find their way around, and register for your event.
10. It is the hirers responsibility to ensure your event participants are respectful and aware of other hirers in the space, and act accordingly and quietly if needed.

11. All cleaning and closing to be completed according to the checklist by the doors in the reception room, including lights & air-con off, and full bin bags take to basement.
12. Full payment of hire fee is required prior to bookings up to \$320. For bookings \$320 and above, a 50% deposit is required to confirm booking if event is more than 2 months away. The remaining 50% is due 8 weeks prior to your event. If deposit or balance payment is not received at the required time, your dates may be given to other hirers.
13. Our cancellation & refund policy is as follows:

For single day/evening events:

Full refunds: If cancellation is more than 8 weeks before the event date.

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No refund: If cancellation within 5 weeks of the event date.

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