

# Sahaja Wellness Center

## Event Booking, Deposit, Rescheduling, and Cancellation Policy

Sahaja Wellness Center is pleased to offer select rental opportunities for classes, circles, workshops, trainings, and other aligned gatherings that support the atmosphere and intention of the Wellness Center. To help ensure clarity, fairness, and respectful shared use of the space, the following policies apply to all approved event bookings unless otherwise agreed in writing.

### Event Requests and Approval

All event bookings are subject to review and approval by Sahaja Wellness Center.

Submitting an inquiry does not guarantee a booking. Each request is considered based on availability, the nature of the event, the needs of the Wellness Center, and the overall fit with the space.

Sahaja Wellness Center reserves the right to approve only those events that are considered appropriate for the setting and in alignment with the intended use of the Center.

### Tentative Holds

A requested date may be held temporarily at the discretion of Sahaja Wellness Center. Tentative holds are time-limited and do not constitute a confirmed booking.

A tentative hold may be released if the required agreement and deposit are not received by the stated deadline.

### Confirmation of Booking

An event is considered confirmed only when:

- the booking has been approved
- the quote has been accepted
- the rental agreement has been signed
- the required deposit has been received

Until all of these steps are complete, the date is not reserved.

### Deposit Requirement

A non-refundable booking deposit is required to secure all approved event rentals.

Unless otherwise stated in writing, the following deposit structure applies:

| Booking Type                                      | Examples  | Deposit |
|---|---|---------|
| Standard events                                   | Yoga classes, women's circles, networking gatherings, and similar small events.   | 25%     |
| Trainings, larger bookings, or special-use events | Reiki training, Ayurvedic treatment training, day-long workshops, or events requiring additional planning or preparation. | 50%     |

The deposit is applied toward the total rental fee. Because the requested date is being reserved and planning begins once a booking is approved, the deposit is non-refundable.

### Final Payment

Unless otherwise agreed in writing, the remaining balance is due as follows:

- Standard events - Full balance due no later than 7 days prior to the event date
- Trainings, larger bookings, or special-use events - Full balance due no later than 14 days prior to the event date

If final payment is not received by the required deadline, Sahaja Wellness Center reserves the right to cancel or release the booking.

## Cancellation by Renter

The following timelines apply unless otherwise agreed in writing:

| Booking Type                                      | Cancellation Timing    | Refund / Forfeiture  |
|---|------------------------|--|
| Standard events                                   | 14 or more days before | Amounts paid beyond deposit refunded<br>7 to 13 days before: 50% of total fee forfeited<br>Less than 7 days: no refund |
| Trainings, larger bookings, or special-use events | 21 or more days before | Amounts paid beyond deposit refunded<br>8 to 20 days before: 50% of total fee forfeited<br>7 days or less: no refund   |

## Rescheduling

Rescheduling may be permitted at the discretion of Sahaja Wellness Center.

Unless otherwise agreed in writing:

- one rescheduling request may be permitted per booking
- the request must be made before the applicable cancellation deadline
- the new date must be confirmed within 90 days of the original event date
- the original deposit may be transferred one time only

Rescheduling is not guaranteed and depends on availability, scheduling considerations, and the nature of the event.

If a rescheduled event is later cancelled, previously paid deposits and any applicable fees are non-refundable.

## Changes to Event Details

Bookings are approved based on the event details shared at the time of inquiry.

Any significant changes to the nature of the event must be communicated in advance and approved by Sahaja Wellness Center. This includes changes such as:

- event type or format
- number of attendees
- use of additional space
- physical activity level
- equipment or setup needs
- involvement of minors
- treatment-based instruction or hands-on training

This helps ensure that the space remains suitable, safe, and supportive for all who are using the Center.

## Shared-Space Awareness

Events taking place in the common room, kitchen, or other shared areas must respect the broader functioning of the Wellness Center.

Sahaja Wellness Center retains authority over shared-space scheduling, event approval, and operational requirements for the Center as a whole.

Approval of a booking does not imply exclusive use of the entire premises unless that has been specifically agreed in writing.

### **Additional Requirements**

Depending on the nature of the event, Sahaja Wellness Center may require additional items such as:

- proof of liability insurance
- a damage deposit
- signed waivers
- a more detailed rental agreement
- setup and cleanup commitments
- supervision requirements
- additional time for room reset
- specific limitations related to food, movement, sound, oils, props, or specialized treatment activity

Any such requirements will be communicated in advance.

### **No Ongoing or Recurring Rights**

Approval of one event does not automatically guarantee future bookings.

Event rentals do not create recurring use rights, tenancy rights, or ongoing entitlement to future dates unless specifically set out in a separate written agreement.

### **Acceptance of Policy**

By signing an event rental agreement, paying a deposit, or proceeding with a booking, the renter confirms that they have read, understood, and agreed to this Event Booking, Deposit, Rescheduling, and Cancellation Policy.

*These policies are in place to support clarity, fairness, and respectful shared use of the Wellness Center for all who practice, gather, and serve within it.*