



Little Yoga Space – Terms & Conditions for our collaboration

Little Yoga Space is a place to practice, learn, heal and connect. We want to provide a space where people can grow as well as discover their personal journey to well-being and balance. Little Yoga Space is not very big, but it's very special, a space where yoga (which means union, a coming together, sharing) can take place. But even though it's small, it allows for great things to happen, in a safe, comfortable, inclusive environment. So that we can facilitate a smooth class, workshop, training course or therapy experience in the studio or therapy space, please make sure you read and sign your acceptance of the below 'Terms & Conditions'. We have put together this document in the spirit of enabling growth and opportunity. Thank you so much for doing what you do.

Who is who

Little Yoga Space (otherwise referred to as either 'LYS' or 'We') is owned by Hadadi Unipessoal Lda and resides at Sala 3, 42 Rua da Assunção, 1100-044 Lisboa. Little Yoga Space is comprised of two spaces, Sala 3 (the studio) and Sala 28 (the therapy space).

The teacher, facilitator, or therapist (otherwise referred to as 'You') collaborates with LYS on offering their classes, workshops, events, courses, or selected therapies or 1-2-1 work.

Working with Little Yoga Space

Our intention is to create a space, where you can share and express your work, and where the community can feel welcome and safe to experience your work.

We are dedicated to providing the following in this relationship working together:

General promotional and administrative services

- Comprehensive and detailed website
- Website listing of your service on www.littleyogaspacelisboa.com
- Active promotional support via our Newsletter and on Facebook/Instagram
- A flyer on the noticeboard to promote your event
- An online booking system including payment gateway and automatic confirmation and reminder emails
- An online calendar to see the availability at the spaces
- A central LYS contact form and email address which are responded to on a daily basis
- Referrals of students and clients to your classes/therapies/events etc
- Regular teacher/facilitator practices and team meetings
- Regular social events to also connect to the students and other facilitators
- Open Days on occasion
- Opportunity to speak in a webinar or panel hosted by us
- Your content being shared on our channels
- Free use of the space for any free offerings
- Online content delivery platform and online payment gateway
- Access to our Zoom account

At the studio

- Use of the yoga studio
- 12 yoga mats
- Yoga blocks, bricks, belts and eye bags
- 12 bolsters
- Over 20 blankets
- Cushions
- 6 single futons
- 4 folding chairs
- Small table
- Water, tea bags, kettle, cups
- Tea lights
- Tingsha bells and singing bowl
- Small changing area
- Toilets down the corridor
- Weekly cleaning
- Bluetooth speaker
- WiFi
- First Aid kit
- A set of keys or somebody to open/close the space for you

At the therapy space

- Use of the full space – reception area & treatment room
- Massage table plus covers
- Towels (joint washing efforts)
- Large massage futon plus sheets
- Blankets
- Cushions
- Stool
- Over 10 yoga mats
- Yoga bricks
- 2 chairs
- Water, tea bags, kettle, cups
- Tea lights
- Tingsha bells and singing bowl
- Small changing area
- Toilets down the corridor
- Weekly cleaning
- Bluetooth speaker
- WiFi
- First Aid kit
- A set of keys or somebody to open/close the space for you

This enables you to offer the following type of work:

In the studio

- Mat-based classes for up to 8 students
- Meditation, kirtan, lectures, circles etc. for up to 18 people
- 1-2-1 sessions for therapies or counselling
- Training course for up to 8 students
- Workshop for up to 8 students
- Other events if agreed between us

In the therapy space

- Meditation, kirtan, lectures etc. for up to 8 people
- 1-2-1 sessions for yoga or Pilates or other modalities as agreed

- Therapies and massages
- Other events if agreed between us

In order to allow a smooth day-to-day running of things at the spaces, as well as to create a safe space for everyone involved, including your students/clients, we ask that you commit to/take responsibility for the following (it's a long list, we know, but all these things make a difference and will help us to keep the spaces available and enjoyable for everyone):

- Not to take more students or participants as indicated above
- Valid public liability insurance for doing your work in Portugal. We, the studio, do not take any responsibility for accidents that occurred during your class or event.
- Valid work accident insurance for doing your work in Portugal
- To be responsible for any accidents or injuries incurred during a class, workshop or therapy session you provide
- To report to us immediately if there was an accident during your class, event or session
- Your own tax declaration as required
- Basic first aid skills and refresh regularly
- If providing regular classes, to keep a register of attendance (managed through our booking system)
- If providing therapy, to ask clients to fill in the appropriate health questionnaire and to keep appropriate records of all your sessions
- If teaching a class, workshop or course, to ask participants if they have any conditions or injuries that might prevent them from doing the practice without appropriate modifications
- To start and finish sessions, classes or workshops on time
- To wear appropriate clothing for your work, refrain from wearing short pants or low-cut tops and take care of your personal hygiene
- To refrain from any verbal or non-verbal sexual behaviour during your work at LYS
- To refrain from any verbal or non-verbal aggressive behaviour during your work at LYS
- To be inclusive to all abilities and backgrounds of your clients
- To respect people's individual use of pronouns
- To teach only at the level advertised
- To only offer in your class, event or session the work or content as it has been advertised, so clients know exactly what they are signing up for
- To only give manual adjustments with explicit permission of the participants
- To only burn incense, sage or similar with explicit permission of the participants
- To keep your clients' details and session details confidential
- To respect your clients' privacy and to only add them to your own mailing list or communications with explicit permission
- To report to us immediately any inappropriate behaviour from clients
- To accept all membership or pass holders into the weekly Yoga classes (if you offer a different modality, separate passes or arrangements can be set up)
- To always accept people who have booked a place for your class or event on our booking system into class (over drop-ins at the door)
- To ensure everybody attending a class, event or session takes off their shoes at the door (if this is not appropriate for your work, you must let us know, so we can make arrangements)
- To leave wet umbrellas in the 'pots' provided in both spaces
- To return all the equipment to the shelf and baskets how you found it
- Before leaving, to put the blinds down if you are the last to use the studio that day and to always switch the lights and heaters off
- In the winter to always close the windows before you leave, and in the summer to leave one or two windows open (only at the top, not the whole door)
- To use incense only on a safe incense stick holder
- To use candles only in glass candle holders
- To not leave any candles or incense burning
- To not use any massage or essential oils on futons, blankets, cushions or bolsters
- If you use the LYS towels to either take them home to wash them and return them, or to leave them at a designated location, so we can wash them
- If you use towels during your treatments, to always use fresh towels for every client/session
- To lock the door behind you
- To tell us if anything is broken or needs to be replaced
- To replace any lost or stolen keys

Promotion of your work

Whilst we actively support the promotion of your classes, events, courses or 1-2-1 work via the above named channels, you are responsible to promote your own work and build your own following. Social Media platforms Facebook and Instagram as well as event platform Meet-Up are the most popular and effective channels to promote events in Lisbon. We are happy to recommend some Facebook groups for you to join.

We will ask you to send us all the necessary information about your offering via a form on our website, in the format described on the form, as well as provide high resolution images. On the form you will also find guidelines on 'appropriateness' of copy and images (we reserve the right not to use your materials if we feel they don't meet these guidelines).

For workshops and events, please plan ahead. Ideally you contact us 2-3 months in advance with your idea, then we can find a suitable date and book it in. The information about the event should be sent to us ideally 5 weeks in advance, so we have enough time to get everything online and set up in the booking system, and then schedule it in for the Social Media and Newsletter promotions. We may not be able to host your event with not enough notice.

You may create your own promo assets for the respective social media platforms, and we will also create promos with the LYS branding, which you are very welcome to use.

It is also advisable to set up a Facebook event for workshops, events and courses, and to make Little Yoga Space a co-host.

Financial arrangement for activities at the studio

If we work with you on offering a **weekly class**:

- Your contribution to the space is **€14 per hour pro rata** for a class.
- You do not have to pay for the time you need before and after your class to allow for set-up or get-out. We always leave a minimum of 30 minutes between anything happening at LYS
- **For new teachers only**, for the **first three months** the fee is only **€11 per hour for any class you only had three or less students, and €8 if there were no sign-ups**.
- You agree to offer weekly classes at the set rates at LYS. This is so we can ensure a high standard and simplicity for all students and clients. Only if what you offer is a decisively different modality (e.g. Breathwork, Soundbaths etc), you can set a different rate.
- We can also offer specific class passes for your classes, run your classes in blocks, create a membership for your class or offer special deals for your classes.
- At the end of every month, we will pay out all money owed to you from the class participants (minus transaction fees set by the payment gateways and your contribution to the space).
 - Students who have registered to your class have the option to change their booking up to 2 hours before the start of the class.
 - If a student simply doesn't show up, the money they paid still goes to you.
- For any **online** classes, we take a commission of **20%**. Any transaction fees set by the payment gateways are deducted first.

If we work with you on offering a **set course over several weeks**:

- For all workshops and events, a **€40 deposit/admin fee** is required at the point of booking in the course. This fee is **non-refundable** and effectively replaces any cancellation charges.
- Your contribution to LYS is **30%** of your total takings **or a minimum of €12 per hour pro rata**. The deposit of €40 will be deducted of course. You can naturally set your own pricing.
- In the case of an **online** course, your contribution to LYS is **20%** of your total takings, or in case we also deliver your content through our **on-demand delivery platform, it's 30%**.
- At the end of every month, we will pay out all money owed to you from the course registrations (minus transaction fees set by the payment gateways and your contribution to the space).
 - Students who have registered to your course are able to cancel their registration up to 2 days before the start of the course and receive 50% of their money back. The remaining 50% still goes to you.
 - If a student simply doesn't show up, the money they paid still goes to you.

If we work with you on offering a **workshop, event or training days** on Saturdays or Sundays:

- For all workshops and events, a **€15 deposit/admin fee** is required at the point of booking in the event. This fee is **non-refundable** and effectively replaces any cancellation charges.
- Your contribution to LYS is **30%** of your total **takings or a minimum of €12 per hour pro rata**. The deposit of €15 will be deducted of course. You can naturally set your own pricing.
- In the case of an **online** course, your contribution to LYS is **20%** of your total takings, or in case we also deliver your content through our **on-demand delivery platform, it's 30%**.
 - On the Monday following your event, we will do the accounting and we will pay out the money owed to you from all the participants (minus your contribution to the space).
 - For most workshops, students who have registered, are able to cancel their registration up to 2 days before the event and receive 50% of their money back. The remaining 50% still goes to you.

Cancellation policy at the studio

In the case that you have **no registrations**, or you have to **cancel** the class (irrespective of how much notice), you make a **reduced contribution of €10 per hour**.

- Please find cover for your class whenever possible. The teacher covering the class will pay the contribution of €14
- If only 1 or 2 people have signed up when your class is being covered by someone else, the cover teacher will only make a contribution of €11
- If nobody registers when your class is being covered, the €10 reduced contribution is to be covered by you
- Should the studio be booked for a 1-2-1 session or other activity in the time slot of the cancelled class, the contribution of €10 is no longer due
- If you are away for a longer period, we can discuss an arrangement that suits everyone

If you wish to discontinue any of your classes at any point, we ask for **30 days notice**. If we are able to put something else in place or utilise the studio otherwise sooner than 30 days, of course we are happy to reduce the notice period.

Hosting your own groups at the studio

In the case you already have your own group and you want to facilitate your work with that group at Little Yoga Space without needing us to promote it or handle registrations, we can come to a separate agreement.

Financial arrangements and cancellation policy at the therapy space

If we work with you on offering **therapy and other 1-2-1 sessions**:

# of hours	Fee	Payment terms
Ad-hoc per hour	€12 pro rata (by 15-minute units)	To be paid after each session, if cancelled with less than 24 hours' notice, a fee of €8 per cancelled hour will be charged.
Pack of 10 hours	€96	To be paid in advance, valid for 30 days , not transferrable or refundable. For any additional hours in same period – €8 per hour pro rata. If a session is cancelled with less than 24 hours' notice, a fee of €5 per cancelled hour will apply
Half a day (5 hours) ad-hoc	€48	To be paid after each session, if cancelled with less than 24 hours' notice, a fee of €4 per cancelled hour will be charged
A full day (10 hours) ad-hoc	€84	To be paid after each session, if cancelled with less than 24 hours' notice, a fee of €4 per cancelled hour will be charged
One half day (5 hours on one day) per week/ every week	€90 per month	To be paid in advance, not transferrable or refundable. For any additional hours in same period – €8 per hour pro rata
One full day (10 hours on one day) per week/ every week	€180 per month	To be paid in advance, not transferrable or refundable. For any additional hours in same period – €8 per hour pro rata

You do not have to pay for the time you need before and after your booked slot in the space to allow for set-up or get-out. We always leave a minimum of 30 minutes between anything else happening at the therapy space.

For futon, movement and coaching based sessions, you can also use the studio space, should the therapy space already be booked. The financial terms of the therapy space apply in this case.

Updates to the terms and conditions

We may from time to time change our strategy, facilities or pricing, at which point we will update these terms and conditions. We will make best endeavours to keep you informed in advance and to keep any changes in the spirit of growing opportunities for all parties. This document was last updated: **16th January 2023**. If circumstances out of our control require it, we may add additional guidelines to be followed, which may temporarily override these terms & conditions.

I **have read, understood and take full responsibility for abiding by the aforementioned Little Yoga Space 'Terms and Conditions' above.**

Signed: **Date:**

Thank you so much for taking the time to read and sign this. We're sorry if it reads like a list of rules and regulations! We intend for wonderful things to happen at Little Yoga Space, and our experience causes us to stipulate these observations for the health and safety of everyone coming to Little Yoga Space.