



Berkshire Pulse Studio Rental - Policies and Guidelines

For Ongoing Programs:

(Weekly classes which take place for a period of 8 or more weeks)

Program organizer must submit a *Berkshire Pulse Studio Rental Application*.

Individual Instructors

Instructor is paid 60% of class income. *Berkshire Pulse* administers registration, class fee collection, membership tracking and monthly payment to instructor. Tuition/Membership fees are determined by Berkshire Pulse.

Groups (Certificate of insurance required.)

1-10 participants:	\$35.00 per 1-1.5 hour class	\$60.00 per 2 -3 hour class
11-20 participants:	\$45.00 per 1-1.5 hour class	\$70.00 per 2 -3 hour class
21+ participants:	negotiated as per request	

For Special Events (1x rental):

Program organizer must submit a *Berkshire Pulse Studio Rental Application*.

Special Event Rental Fee structure (includes set up and break down times):

1-10 people	-\$75.00 per 1 ½ hours
11-25 people	\$100.00 per 1 ½ hours
26 -55 people	\$150.00 per 1 ½ hours
56-100 people	\$200.00 per 1 ½ hours

Additional Fees may apply

General Policies Applicable To All Individual and Group Renters:

- **Liability:** The leasee/program organizer agrees and acknowledges that the leasee/program director are solely responsible for any and all liability, property damage and injury on the described premises during the term of this agreement and during the rental period.
- **Insurance (not required for individual instructors teaching weekly classes):** *Berkshire Pulse* requires a Certificate of Insurance indicating General Liability of \$1,000,000 and include *Berkshire Pulse* as an additional insured AND Workers Compensation: Massachusetts statutory limits.
- **Membership Tracking and Maintenance:** All class participants are required to complete initial registration process with *Berkshire Pulse* and check in at reception desk upon subsequent visits.

- **Advertising:** *Berkshire Pulse* includes information on all programs in *Berkshire Pulse* Schedule information material, regular mailings, as well as on the web site for current and prospective members. In order to be included in general *Berkshire Pulse* advertising an additional fee may be required. *Berkshire Pulse* advertises monthly and seasonally in local publications. Program organizer is responsible for all other promotional material needed (i.e. Flyers, additional advertisement, etc.)
- **Cancellations:** There is no rental fee reduction for cancellations made by the Program Organizer/Instructor within 1 week of prior notice. A 50% reduction will be applied for cancellations made with a 2 or more week notice from date of signed rental agreement. There is no rental fee required for unexpected cancellations made by *Berkshire Pulse*, as well as any cancellations made due to inclement weather conditions.
- **Studio and Equipment:** Studio floors must be kept free of street shoes (dance shoes are acceptable). Soft soled shoes are permitted only in Studio B. Use of food and drinks (other than water) in studio are only permitted with prior approval of *Berkshire Pulse* management, an additional fee may apply. All equipment used must be returned in the same condition as it was found prior to use, and must be stored properly.