



## 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**

*Berkshire Pulse* administers registration, collection and monthly payments of 60% tuition is 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*. (Certificate of insurance may be required in some circumstances.)

#### **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 Renters:**

- **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 weekly, bi-weekly, and monthly in many 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 2 weeks of prior notice. A 50% reduction will be applied for cancellations made with a 2 or more week notice. 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). 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.