

# Just Breathe



## Rental Agreement

### Location:

Just Breathe LLC  
2868 Willamette St. Suite 200  
Eugene, OR 97405  
541-343-3770

### Renter:

\_\_\_\_\_ Name  
\_\_\_\_\_ Address, City, State, Zip  
\_\_\_\_\_ Phone number  
\_\_\_\_\_ Email address

**Dates/times of rental** - (include total number of hours)

\_\_\_\_\_

**Set up time needed:** \_\_\_\_\_

**Rental price**

\_\_\_\_\_

**Which studio will be used?**    Studio 1    Studio 2

**Lockbox code given?**    Yes    No

**What equipment is needed?**

\_\_\_\_\_

**Preferred method of payment:**    CASH    CHECK    CREDIT CARD

### Cleaning Fee

For any rental, we request that the room be returned to its original, pre-event state. A \$60 cleaning fee will be charged to the credit card on file if the room was not properly cleaned. If there is any cleanup regarding candle usage, we will add \$25 to the cleaning fee. What is considered "proper cleaning" will be

discussed before the event. *Your credit card will be billed in the event that a cleaning fee needs to be charged.*

**Credit card number:** \_\_\_\_\_

### **Room damages**

The credit card on file will be charged to cover the repair cost of any damages. The cost of covering the repairs would be discussed with the credit card owner before processing it.

### **Cancellation Policy**

**Multi-week rental:** If a multi-week rental is canceled within 7 days of the first event, or after it begins, 40 percent of the amount will be retained by Just Breathe. **For a one-time event:** If an event is canceled within 7 days of the event, 40 percent of the amount will be retained by Just Breathe.

## **Marketing Options**

**Is this a public or private event?** Public events appear on our Workshops/Events page. Circle one.

**Public    Private**

**For public events, select a package:**

- Package 1 =**  
Your event listed on our website and mentioned in an email update  
**Cost: \$25.00**
  
- Package 2 =**  
Package 1 + adding a Paypal button so people can register for your event online (If you have a website that accepts payment, then we can simply link to your website).  
**Cost: \$35.00**
  
- Package 3 =**  
Package 1 & 2, + added training for PayPal button. If you need additional help on how to get the code from the PayPal button.  
**Cost: \$50**

**Note:** If you repeatedly book the same kind of event and 75 percent of your

information is the same, you will not need to pay for a package. The package costs cover the extra time and effort it takes to book and promote a public event.

**For Public Events:**

Please send the following information to [rentals@justbreatheeverybody.com](mailto:rentals@justbreatheeverybody.com):

- 1) Event title
- 2) Event description
- 3) Name of person in charge of rental, organizer or the name of the instructor.
- 4) Price of event
- 5) Photo
- 6) Contact email, phone and or your website
- 7) Paypal button code if you chose package 2 or 3. Steps for getting paypal button code are: Login to your Paypal account, click on the 'Merchant Services' tab, click on the 'Buy now' link or button and follow all prompts to create a button. You will copy and paste the button and send it in email to: [rentals@justbreatheeverybody.com](mailto:rentals@justbreatheeverybody.com)

**Rental Guidelines:**

- If you make a mess, clean it up.  
(Cleaning supplies can be found in cabinet in storage closet).
- Don't take anything that isn't yours.
- Leave things the way you found them.
- Candles policy: We highly recommend using a 'coaster' or candle holder to protect whatever the candle is resting on. You will be charged extra \$25 for any candle wax cleanup. Any permanent damage caused by candles will be charged accordingly.

**I agree to rental dates/times and price written in this document**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_