



## Space Rental Agreement

### Workshops

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If you are interested in teaching a workshop\* at Tonic, please send a proposal to [tonicherbshop@gmail.com](mailto:tonicherbshop@gmail.com)

In your proposal, be sure to include the following information:

- Your Name, your business name & website (if you have one)
- Credentials. What qualifies you to teach on this subject? Have you taught classes like this before? If so, where & when? Can you provide references?
- Class title & format (lecture, discussion, demonstration, experiential)
- Description (what will participants gain from attending? 2-4 sentences)
- Proposed date & time plus a back-up date & time if we need to reschedule
- Duration. How long will the class last?
- Will you be requesting any special materials/products?

### Stipulations

By submitting a proposal, you are agreeing to the following terms:

1. **Hours:** workshops may be scheduled between the hours of 8:00am and 9:00 pm.
2. **Capacity:** our space can comfortably hold up to 15 participants.
3. **Registration:** Tonic handles all registration of students and collection of fees. A final roster will be emailed to the instructor 24 hours prior to the class.
4. **Advertising:** Tonic provides promotional support for scheduled events. We will promote your class through our website, our newsletter, in the store, and through social media based on the class description you provide. Instructors are encouraged to engage with social media posts to boost activity, and to help spread the word in other ways such as making and distributing flyers.
5. **Instructor Payment:** Tonic shares workshop revenue with instructors 30%/70%, with Tonic keeping 30% for costs associated with use of the space, registration and advertising. The instructor will be paid by check for 70% of the total workshop revenue. Instructors will be issued a check within 2 weeks of class.
6. **Cancellation:** all classes must have a minimum of 5 participants signed up 48 hours in advance for the class to take place. At least 48 hours notice is required for a full refund. Refunds for last minute cancellations are at the discretion of the instructor. If an instructor needs to cancel a class due to extraneous circumstances, Tonic will notify participants and together we will reschedule for the back-up date & time. If paid participants cannot make the new date, they will be eligible for a refund. The instructor will be charged a \$2 processing fee per refund if he/she/they cancel(s) the class.
7. **Rental Inclusions:** access to the space, use of utilities, the bathroom, folding chairs, folding table (6'). Use of commercial kitchen, equipment and utensils is available with prior permission and is subject to an additional hourly fee. Instructor is responsible for clean-up.
8. **Clean-Up:** instructor is responsible for leaving the space tidy. Please fold the chairs, wipe down any surfaces and wash, rinse & sanitize any dishes that were used. Clean up spills/messes that were made during the class.
9. **Materials:** all materials are to be supplied by the instructor unless otherwise negotiated. Discounts for workshop materials sourced from Tonic are available upon request. Please provide us with a written materials list at least 2 weeks prior to class date if you are requesting any specific herbs or products.
10. **Neutrality & Non-discrimination policy:** Tonic does not allow distribution of recruitment or campaign literature. You and your organization do not advocate, support, or practice unlawful discrimination based on race, religion, national origin, sex, disability, or sexual orientation.

\* Workshops are defined as educational sessions that share information related to herbs, nutrition and practices related to health and wellness. While they may teach about the virtues of an herb, nutrient or product, they do not specifically promote a brand. Brand-specific product promotions are different than workshops, and while we are open to hosting such events, we will not collect money from participants. Please send us an email if you wish to discuss a promotional event.