

NEED to KNOW ! - For Your Event at the Shala :

Advertising :

- Events at the Shala can be advertised in the entrance on the door next to the flyerstand.
- We may be able to put your flyer online on our homepage as well.
- No advertising should lead to the confusion that we are organizing the event. You do.

Flyers / Info on our homepage :

- Flyers as .jpg pictures - no png, no pdf
- Width = 900 pixel.
- Make the file size small enough for fast viewing (less than 250kB). Jpg !
- Short n sweet - Use your space wisely. Max 2 pics per event

If you have a homepage with your event :

- We'll link to your event description page (with signup or without) below the flyer.
- You link from your event page – with the event description & were the location of the Shala is mentioned - to our entry page. I.e. : <https://www.yoga-innsbruck.com/>
- Links must be human as well as search-engine readable and followable.
- Do NOT use google map location instead or links that have no value via javascript etcetc

Pictures & Videos taken at the Shala :

- Publicly use only with our explicit approval.
- Use on homepages only with link & mentioning of the place (the Shala). Human as well as Search-Engine readable and followable. See above.

Keys - Opening & Closing the doors : THIS is really important !

There is a safe outside - down on the floor, on the right of the 3 steps up - with 2 keys.

- The Code comes per phone. Call Lucas +43 650 8426248
- Only EVER take ONE key. Every Event only gets ONE KEY !
- The keys open the glass door as well as the door inside. Open when you want people to enter and CLOSE & LOCK both doors when your event starts.
- NEVER, EVER, under any circumstances leave a key in the lock inside !
- Only leave the key on the reception desk. Do not put it anywhere else.
- When your Event is finished, return the key to the safe.
- There is exactly ONE person responsible for the key.

If another Event is cancelled because you did not follow these instructions & they cannot get inside, you will be charged for the loss of that event !

There is a checklist for leaving the Shala nicely after your event !

Read it, follow it & sign it.

Bigger Events also have to clean up after themselves !

This is included in the Checklist

Other Information for renting the Shala :

Rental Prices :

Rental is calculated per half hour.

This includes preparation & setup times !

Bigger Events have a free setup & cleanup time of 1 hr before & after the event.

Find an online calculator for the prices here :

<https://docs.google.com/spreadsheets/d/1jHmIVprpF4Xh-HSeccTzFGAWNHL2v39ZK2D7aBRgCg>

Or calculate it :

We charge per half hour & have peak & off peak hours.

Peak is weekends & weekdays from 16:00 onwards.

Upstairs rate is 40.- peak / 28.- off-peak.

Downstairs 24.- / 17.- respectively.

from 5 hours onwards this rate reduces to 2/3.

Prices are net (excl. Gst), unless you do not pay Gst. Then you get it cheaper !

Cancellations :

For cancellations within 2 month before the event we charge 50%, and within 1 week 100% of the rent. Short term rentals may get other conditions.

Availability :

Usually reserve early. Once you confirm your event we reserve your spot.

Please send enquiries to lucas (lulu@yoga-innsbruck.com) with your preferred dates & times.

Please include setup times as well :

We need to know when you enter & leave the room to coordinate rental times !

Other Details about the Shala :

ONE person is responsible, who reads, follows & signs the checklist for leaving the Shala !

ALSO :

Stereo – system & Loudspeakers : Only knowledgeable persons may change cables & settings & have to return everything back to the original state upon leaving ! Do not use standby-mode on the remote control.

Candles & other Deco : Candle wax does not do well on the floor and our yogamats. You will be charged for any cleaning of wax or other residues (sticky tape, etc)

Upstairs Door : Only use if you have been instructed how to !

Keep the door clear at all times. The door opens automatically in case of a power outage.

Downstairs Garden : Do NOT enter the garden ! The door serves as a fire exit & for airing out.

No Food ! & food leftover garbage : Only with big events where the whole place is cleaned thoroughly afterwards may any food be consumed. Cleaning up then definitely includes garbage disposal outside !

Never go over time ! & in case someone else did & the room is not free when your slot starts, call us.