



Seminar Space Rental Opportunity

Dear Future Colleague,

It is with great pleasure that I provide you with all of the information that you will need in order to make your decision to work with Wellness Within. We are excited to share with you our vision and opportunities.

Wellness Within is a multidisciplinary clinic that opened July 1, 2006 in Lessard Mall (West Edmonton). Our Centre offers 9 treatment rooms, 2 seminar/workshop rooms, a large retail and reception area, many amenities and a fantastic work atmosphere. We have just completed renovations with new laminate flooring, soothing paint colours, a Zen garden in the reception area, new furniture, and many other additions. Wellness Within is a place of relaxation, health and vitality.

Please review the information in the following package and do not hesitate to contact me with any questions or comments. Thank you for taking the time to learn more about Wellness Within. We look forward to growing with you!

Caroline Stewart

Owner & Centre Facilitator
info@fromwithin.ca

Description & Availability

To accommodate our growing need for seminar space, Wellness Within has recently renovated to provide 2 possible Yoga & Workshop rooms. Please see Appendix A for a diagram of our current floor plan with room size included.

Seminar Room Pricing

<i>Weekday Hourly Rate</i>	\$25 +gst
<i>Weeknight & Weekend Hourly Rate</i>	\$35 +gst
Booking in 3+ hrs consecutive blocks*	10% off hourly rate
Booking in 7+ hrs consecutive blocks*	20% off hourly rate
Booking 8+ hours total monthly**	10% off hourly rate
Booking 16+ hours total monthly**	25% off hourly rate
Weekend Day Rate (2 or 3 days booked)	\$210 +gst
Weekend Evening Rate (5pm – 9pm)	\$90 +gst

Description and Clarifications

- Weekdays are Monday thru Thursday
- Weekends are Friday thru Sunday
- Daytime hours are 9am-5pm
- Evening hours are 5pm-9pm

* In the case that a yoga or other class is scheduled in the middle of the desired time block, we will still consider the scheduled time a "consecutive block" if it is scheduled right up to the previously scheduled class and starts again right after this class. This will occur if a lunch-time yoga class is scheduled previously to your booking of the space.

**For example, if the seminar space is rented on a Saturday & Sunday from 9:00am to 5:00pm (two days, each 8 hour consecutive blocks, total 16 hours in month) the hourly rate is \$26.25 (\$425/weekend).

Services and Amenities Available (additional cost – please inquire)

Full-Time Reception

We currently offer 50+ hours of reception per week, Monday thru Sunday. Our receptionist is available to answer general client questions, book appointments, clean the common areas, maintain in-house laundry, and complete many other tasks. Generally, they are here to assist you with non-practice related duties.

In addition to appointment booking through the receptionist, we also offer online appointment booking, which adds to client and renter convenience.

Management

Wellness Within has an on-site manager to improve office procedures and policies and to better assist with renter's concerns. Our Manager is available during most business hours to handle and respond to concerns, deal with accounting and payroll and provide general assistance with business growth.

In-House Laundry

Wellness Within laundry machines are available for business related use. Only all-natural and biodegradable laundry detergents are used. We also have available organic linens of 2 sizes that are currently used by our Wellness Centre.

Basic Bookkeeping and Accounting

Wellness Within performs basic bookkeeping of all revenue received through the Centre at the end of each day. Wellness Within receives all payments from clients (with the exception of cash tips) and pays out Renter revenue on a bi-weekly basis (5% service fee covers transaction fees and reception services).

Appendix A: Wellness Within Floor Plan

