

**Happiness Inc. The Activity & Learning Center – A SABUNANI ENTERPRISES VENTURE!  
Terms & Conditions of Use.**

Our Goal at Happiness Inc. is to provide a positive and meaningful environment for everyone to learn and perform to the best of their abilities. Please realize we have created this space for you to use, and we need your help to ensure that it remains available for your use, and that of other patrons as well.

Please note: Space is being provided for USE at a cost and includes use of Lights, A/C, Sound system bound by the Terms & Conditions, Rules & Regulations that govern Happiness Inc. User is defined as anyone who wishes to use the space in accordance with the Rules & Regulations of Happiness Inc.; The Activity & Learning Center.

Preface:

The Applicant/ person wishing to use space; hereafter referred to as client, is required to answer all information requested on the facility use intake form, provide documentation including a Certificate of Insurance as requested and comply with all provisions of policy, guidelines, laws and rules that govern Happiness Inc, The Activity & Learning Center – A Sabunani Enterprises Entity, hereafter referred to as Happiness Inc.

There are 15 pages contained in this document; Terms & Conditions of use at Happiness Inc. Completion of the application does not authorize approval for use nor does it assure availability or use of equipment.

Any and all clients and or the representatives of any individual or group using space at Happiness Inc. the activity & learning center, must first read, agree to, accept and comply with the Terms & Conditions and sign the Agreement prior to booking a studio space.

It is the responsibility of the client and or their representatives to inform the individuals (students, participants, patients, guests, etc) attending their classes, workshops, events etc, of the below terms and conditions, rules and regulations, policies, guidelines and laws that govern Happiness Inc.

Any student, participant, guest, patient or visitor of the client, is the sole responsibility of the client.

Should client or an individual introduced to Happiness Inc. by the client be found violating any of the policies, procedures, guidelines or rules during the use period or otherwise, the client will be held responsible by management and the said offender will be asked to leave the premises and not return until management so approves with written permission. The client will also be charged a fine. If any property or part of is damaged by client or member of their group either during a session or otherwise, the client will be fully responsible to cover the cost of repair AND the hourly use for the period during which the repair work is done to cover loss of potential revenue to Happiness Inc.

**Management reserves the right to remove anyone who violates this agreement and terminate the use of the facility.**

Terms & Conditions and rates can be modified by the management at the management's

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discretion. However, the management will notify all clients of any changes.

**1. Booking Procedure**

1. Interest in booking studio space for use can be made at any time subject to availability; either directly at Happiness Inc. or online. However all documents and forms are to be signed in person and formalities completed in person at Happiness Inc.
2. No booking is complete unless all deposits and fees are received.
3. Bookings are only considered confirmed after the interested client receives written confirmation from the management and the use Contract and Terms & Conditions have been signed and agreed upon by the client.
4. Should client require any other equipment (eg. chairs and tables) this must be agreed at time of booking. These can be set up for a small fee, please contact us to discuss further.
5. Filming in studios must be agreed at the time of booking, as different terms and conditions apply.
6. Any special requirements and needs need to be specified at the time of booking. Sufficient time needs to be given to management to provide efforts to accommodate; which does not guarantee special requirements will be met with.
7. Use times are often scheduled back-to-back with other clients. If you require set-up or break-down time, it must be reserved and paid for at the time of booking.
8. Client shall obtain prior written approval from Sabunani Enterprises before using or contracting to use any equipment or setup that is not already a part of our facilities.
9. Happiness Inc. reserves the right to acquire additional security as determined by management for any special events. The cost for specialized personnel, such as police or security will be paid by the client directly to the partnering security company.
10. For all events with an anticipated attendance of 50 or more people, Happiness Inc. recommends additional ushers. If client is unable to provide ushers, Happiness Inc. can arrange for ushers at an additional cost.
11. The use of decorations, posters, notices, signs etc of any type, including scenery/props, must have prior approval during time of booking.
12. Happiness Inc. does not directly provide supplies including but not limited to tables, chairs, equipment, tents, or decorations. Should client desire such additional services at Happiness Inc, client must request details on services needed and the management will provide a separate quote based on requirements.

## **2. Happiness Inc. Rules & Regulations.**

### Use of Property & Premises.

Please understand that a facility is being provided, it is not a 'right'. Everything stated below boils down to one value – RESPECT. Respect for what has gone into creating Happiness Inc. and we hope your love and appreciation for Happiness Inc will encourage you to play a role in maintaining it and seeing it remain beautiful as it is to your benefit to see that it remains what it is and only gets better.

It is the responsibility of the client (organizers and or teachers) to ensure their students are informed of these and all other rules prior to commencement and it is the responsibility of client to ensure that all participants adhere to these rules. Clients (teachers, group leaders, companies using space) are responsible for who they bring in to Happiness Inc.

The entire property is under CCTV Surveillance. Security Cameras have been installed for the safety of all our patrons, teachers, staff and visitors.

1. Parking; Parking is not permitted within the premises. All parking is outside. Free parking is available on the roads and bylanes. Any vehicle found blocking the gate or parked inappropriately will be locked and impounded. The owner of the vehicle will need to pay the PMC fine and a fine to Happiness Inc. for the trouble caused. Rs.1000/- minimum.
2. Upon entrance, all clients (teachers and their students, participants, patients, guests) must leave their shoes outside and check in. First time students and visitors - new to Happiness Inc need to register at the reception. Adults will need to register with a photo ID with proof of address (Driver's license, passport, Adhaar card). For Minors; teachers are responsible to collect and share registration details provided by legal guardians of the minor.
3. Every new client will undergo an 'orientation' program which will cover the terms & conditions and every new 'group' that the client brings in to Happiness Inc. will have a 'Happiness Inc. campus walkthrough – orientation' to ensure all rules are addressed at least once, so as to enable clients and teachers to adhere to our rules. The client orientation will be conducted at time of booking and the campus walkthrough will be conducted in the first fifteen minutes of the first hour of the new 'batch' or new 'group'. These 15 minutes will not be charged to client.
4. Shoes: All clients are required to leave their shoes worn until they enter the building (outdoor shoes), either on the shoe racks provided or in plastic bags and placed on the shoe rack at no cost or in lockers which are available at a nominal charge. Clients are not permitted to carry these shoes into studio spaces unless cleared by management. Any shoes found in studios or lying around will be confiscated and disposed of. If you will be rehearsing or exercising in tennis shoes, please bring a clean pair that is reserved for indoor use and not worn outside. These will need to be cleared by management. Stones stuck in your tennis shoes need to be taken out. Flamenco or tap shoes are not permitted. Ladies dance heels must have suede soles and the heels must have either silicon with suede or suede heel savers and gents' dance shoes must be suede sole shoes and not rubber or hard

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leather as these damage our dance floors. Suede soles to glue on and heel savers are available for purchase either with us or cobblers or shoe makers. Please understand that we are making an effort to provide you the best service and the best dance floors. We need your sincere effort to ensure these floors remain available for your learning and dancing pleasure.

5. Dress code: *If students look like dancers, they will dance and act like dancers!* Please dress appropriately for your class, respectfully and be respectable. We are a learning and activity center in a residential area . If clothing is found offensive, we will need to ask you to change or cover up. If you are dressing in costume for your class, please carry a change of clothes like warmers that professional dancers normally use.
6. Permissible footwear or socks can be purchased from Happiness Inc. at wholesale prices that we acquire the footwear for.
7. Toilet slippers will be provided for use in Toilets.
8. All clients must adhere to all Governmental and Fire Regulations. All stairways are to be kept clear in compliance with Governmental and Fire codes. Sitting on the stairs is not permitted. Please sit in chairs, sofas, on the beds provided, stools, seating areas etc. No leaving bags and belongings on the staircase either. Please do not sit on shelves, banisters, railings, tables, windows, etc.
9. All spaces must be kept clean and free of debris and dirt with equipment in its original space and all trash put in the trash cans and recycle bins.
10. Equipment is not to be moved unless with prior permission from the management. This is to be done within the allotted use time.
11. Please check that no personal belongings have been left behind. Sabunani Enterprises and Happiness Inc. are not responsible for any personal belongings left on the premises. While we will make every effort to maintain a lost and found, we will not be held responsible for belongings forgotten or misplaced by patrons.
12. Changing facilities and showers are NOT provided on site, please prepare accordingly. Shared toilets are provided. Please also ensure every student brings their own water bottle and hand/ face towel. Happiness Inc. will provide bottled water **at cost** which is also available down the road at the local grocer, and PMC supplied drinking water.
13. Please be mindful of the use of aerosol sprays and deodorants etc. Kindly use them on your person and not spray them on walls or the furniture. They may be used only **IN** the toilets/ washrooms and please make use of the exhaust fan so that the smell or residue if any does not disturb other visitors. They are not to be used in studios. No exceptions.
14. Filming on the premises must be agreed upon at the time of booking, as different terms and conditions apply. Again, we have security cameras covering every part of Happiness Inc. Kindly adhere to rules to ensure a pleasant and respectful experience for all.
15. Hallways and waiting areas must be a quiet zone. There is to be no rehearsing or warming

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up in the hallways. Please keep all common areas free of debris, trash, waste, leftovers, dirt etc and in a neat condition. If you find something out of order, please inform the management immediately and do not try to force or alter the situation. This includes but is not limited to the indoor and outdoor waiting areas, bathrooms, toilets, balconies, etc. Common areas are not supervised. Children are not permitted to be left unsupervised at any time.

16. Clients using space will be responsible for any damages that may occur. Security cameras have been installed to ensure everyone's safety and we need your help to ensure discipline and decorum is maintained.
17. All equipment and furniture will be treated with care. There is to be no food, drinks, wet or soiled belongings or clothing, etc. placed on furniture or in the studios. If assistance in managing such situations is required, please ask the management for help. If a client is found to have violated these rules, a fine will be applicable. We realize some participants perspire more than others, please ask them to ensure they carry a change if they need or towels as these can be made available by us but at a cost. Any damage as a result of excessive perspiring or sweating will be considered as damage i.e: damage to floors, walls, curtains, furniture etc.
18. Please do not flick wet hands or stained hands on walls. Please do not wipe hands (wet or dry) on curtains or walls or the furniture. Please do not lean against walls; clothes that are colored leave stains especially if someone is sweating. Seating has been provided. Please do not put feet or shoes against the walls. Please respect the environment we have created.
19. Wet Umbrellas and raincoats and jackets are to be left outside the main entrance in the allocated spaces. Please leave your nametag on the umbrella or keep your umbrella in the drum provided.
20. Food is to be eaten in designated areas outside the building and not in studios, toilets, common areas and please clean up after; ensuring all waste is disposed off in the correct recycle bins. Clients are to ensure that minors are supervised and clients will be solely responsible for cleaning up even if their minor participants make a mess in the designated food area. Liquid spills must be cleaned immediately. Please ask the management for help immediately if such a situation occurs.
21. Condition: client assumes responsibility of the space during use period and must ensure that the space is found and left in the same and adequate condition. If client enters the studio and deems it in unacceptable condition, it is client's responsibility to notify management prior to commencement of the session. The studios and common areas are provided clean and un-damaged, they must be left clean and un-damaged.
22. Health: clients are responsible to ensure that no member of their group will carry in a contagious virus or infection. It is only fair to both the individual and to other participants at Happiness Inc. that a client or member of client's group who is unwell gets rest and recovers and joins us again when they are all better. Should an individual choose to ignore

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this request, for the sake of the individual's health and risk of exposure to contagious illnesses for others, management will ask the client to ask the said participant to leave.

23. Negligence: Happiness Inc. and Sabunani Enterprises reserves the right to charge a fee for client negligence. If the lights are left on, or the studio is left in an unacceptable or unsecure condition, the client will be fined. Please CLOSE the doors and keep windows closed if you have the Air conditioners on and or music is playing.
24. Furniture: Sofas, chairs and seating has been provided in waiting areas for convenience and will be regarded and treated with respect. No standing on furniture, banisters, railings. No putting feet up where one sits or keeps books. (This includes toilet seats). No sitting against railings or trying to climb over or jump from the landing, first floor, sliding down stairs, the balcony. No fights or disagreements; minors are to be accompanied and managed – no sitting against walls with oily or colored hair and getting stains on walls; should this happen, the client will need to pay for painting the entire wall and the entire time the studio or common areas which will be unavailable as a result of repair work. No standing with shoes against a wall, even though the shoes are indoor shoes. No pulling curtains or tugging them or yanking, or hiding behind them.
25. Air Conditioner remote controls will remain with management, please do not force something open if it doesn't work, call the management. Only management or clients will operate the fans and switches, not participants. Please keep the doors and windows shut. If management has to repeatedly shut doors and windows that client or client's group members leave open, client will be permitted to use space however without the use of the air conditioner or music system, so that noise does not disturb other classes.
26. Library books and any Happiness Inc. property remains at Happiness Inc. and cannot be carried off of the premises unless by management. Should anything be carried off by client or member of their group either during session or otherwise, the client will be held liable for the same. The 'act' or 'accident' will be considered deliberate theft and the offense will be dealt with as such.
27. Off-limit areas, closets, cupboards, lofts, balconies (balconies when locked for safety), are OFF limits. Areas designated as 'staff only' or 'max only' are for management ONLY. Attempting to enter these areas or break or pick locks is considered trespassing and violators will need to leave the premises and appropriate legal action will be taken.
28. Lost and found: out of respect for others, if you find something that does not belong to you, please bring it in to the Lost & Found at the reception; a document will be prepared for the item you returned so that the rightful owner can acknowledge and thank you. If you lose an item, please check with the lost and found however note that we are not responsible for any personal belongings going missing.

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29. Noise and causing a disruption: we are in a respectable and respectful neighborhood. Please keep music at a reasonable level. We are not a discotheque. We are an activity & **learning** center. Management reserves the right to adjust the volume at it's discretion. While entering and exiting the premises and outside the gate of Happiness Inc, please be respectful of the neighbours and refrain from noise and creating a disruption. If we face a problem as a result of your negligence, we cannot offer you use of the facilities any longer.
30. There will be NO SMOKING (cigarettes, bididi, hookah, shisha, medical marijuana) drinking alcohol or soda pop, sex, chewing tobacco or chewing gum, spitting, substance abuse or drug use or fighting (fighting - unless in a martial arts or self defense class) on the premises; in the building, studios, toilets, balconies, garden, or within 20 feet of the building entrance. This is an absolutely SMOKE free, ALCOHOL FREE, TOBACCO FREE ZONE. Please do not try smoking on balconies. Cameras have been installed everywhere. Offenders will be escorted off the property AND will not be permitted to enter the premises again. It's a short walk to where you can smoke. Please ask management for directions. Kindly do not create an embarrassing situation for yourself.
31. Firearms, explosives, firecrackers (even during festivals), candles. Matchsticks, lighters, etc are not permitted on the premises or within 30 feet of the property in any direction.
32. There will be no congregations of large groups in front of Happiness Inc, or on the streets or sidewalks in the surrounding area, we are on a main road and this is for the safety and protection of yourself and your group. We do not want to create a nuisance for Happiness Inc, it's patrons, our neighbors or for the traffic.
33. No fire (cigarettes, candles, incense, matches, etc.) permitted in the building, or on the premises.
34. No chewing gum or bubble gum or playing with glue. Chewing gum is not permitted in the building or on the premises. It can get stuck to walls, furniture and god forbid, the floors and can become a safety hazard. Yes it sticks to the floor and someone can get caught in it and trip and break their face. So please, while it may seem like a source of amusement, it isn't funny to the person who will suffer. If you have some you need to dispose of, please come to the reception and we'll take care of it for you.
35. Capacity: The legal capacity of each studio varies and is discussed at the time of booking. It is the client's responsibility to maintain this capacity.
36. Supplies: Bathroom essentials (soap, hand towels, cleaning equipment, bags to dispose off used sanitary napkins etc), first aid kit, and other supplies are kept by management. Please notify staff if you have any issues with supplies.
37. Toilets are for the use of going to the toilet ONLY. No sexual activities please. No bathing in

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the toilets. No washing shoes or clothing or dishes in the toilets. Cameras have been installed suitably to record any inappropriate use. If you need assistance please ask the management. Ladies, sanitary napkins are available at the reception for emergencies. And disposal newspapers are kept in the toilets. Kindly make use of these appropriately. Wrap up used sanitary napkins in newspaper (also provided in bathrooms) and please put them in the **disposal bag and put it in the dustbin provided**. Please be careful what you flush down the toilet! We assure you the wrong things will come back up! Feel free to wash yourself after you're done relieving yourself. It is a preferred method of not just hygiene but also better for the environment for you to use the hand shower to clean your self rather than toilet paper. Nevertheless, toilet paper is to be disposed of in the dustbins, please do not flush toilet paper down the toilet! We need to watch out for these old drains. Things will come back up. Towels are provided to be used after washing your hands **with soap!** We have PLENTY SOAP! USE the SOAP to wash your hands. Then the towel. And THEN handle the door knobs. And please do not BANG the doors!

38. No signage will be allowed to be put up inside or outside Happiness Inc. facilities without prior written authorization by the management.
39. Happiness Inc. reserves the right to photograph sessions and events to be used for the purpose of marketing and promotion of both the client's classes/ sessions/ workshops and also promoting Happiness Inc, with prior notice to the client and students (so that they may be prepared or dressed suitably and are not caught by surprise).
40. Security: You are responsible for the studio and the individuals in it during your designated use period, including the common areas. If you choose to keep the curtains shut, please keep the door closed after your class has begun to ensure the safety and security of the space. If you do not know how to handle a situation with an individual that should not be in the studio (trespasser), or if you feel threatened in any way, call the management. Clients need to complete security verification checks and police clearance checks if necessary, before bringing participants to Happiness Inc. Clients are also advised to obtain doctor's clearance to avoid unfortunate situations arising from medical conditions (low or high BP, asthma, diabetes, seizures etc). Clients are to ensure that weapons and illegal material are not carried onto the premises in participants' bags. This is the reason why teachers first interview participants before accepting them into the program. Please do not risk the lives of others, please take appropriate measures to ensure everyone's safety; including yours.
41. Upon exiting, client must:
  - Remove any and all equipment & signage that client brought in.
  - Pick up garbage and any items left by you and your group. Left items may be given to the reception. Right items may also be given to the reception.
  - Furniture must be lifted, not pushed or dragged, to preserve the floors, staircases and property. Furniture should not be moved by client or group unless otherwise agreed upon by management, prior to commencement of use period.



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- Clean the studio floor and any dirt brought in by client or client's group. Cleaning equipment is provided. One quick sweep with the large sweep across the floor will suffice. Please leave the studio in the condition in which you received it. Clean & Undamaged.
- Switch off all equipment, lights fans etc and close any balcony doors, if applicable.

Contact staff immediately if you or a member of your group find the studio, common areas, toilets, balconies, storage closets, equipment, books, furniture, lockers etc left in an unacceptable condition or compromising situation.

### **3. Studio Rules – within the studio**

Management will walk into any class unannounced for security and safety purposes.

1. Please note that the equipment must not be moved around the room without permission.
2. No food or drink may be taken into the studios except bottled water. If you have cold water bottles, condensation will take place and you will find water on the bottle and underneath it. Water also stains wood floors! **Kindly refrain from placing such bottles on wood furniture or on wood floors.** Again, it is the client's responsibility to ensure the same; for themselves, and for all members of their group. Racks are provided to keep bottles on and cloth coasters will also be provided should you need them. You can also use a towel to keep the cold water bottles on.
3. Specification of use of space must be pre-arranged with management prior to using. Use of the sound system also, must first be confirmed with management.
4. Noise levels in all studios must be kept to a reasonable level. Any classes causing noise disturbing other users will be advised to reduce their noise level by management. All users are asked to consider other users and neighbors when using the studios or any parts of the premises.
5. Footwear in the studios: Only indoor dance shoes such as a salsa shoe / soft light sole shoes are permitted, no outdoor trainers/ no flamenco/ no tap shoes allowed. Ballet, jazz Indoor sneakers, indoor dance sneakers, indoor trainers are permitted – however these need to be cleared by management to ensure no stones are stuck in shoes which will scratch our dance floors. Ladies make sure you have heel savers and gents ensure you have suede soles. For toilets – slippers are provided, we recommend you keep your socks on! All studios: No outdoor shoes are permitted and all shoes must be non marking. Soft sole ballet shoes are permitted in any floor studio, if your shoes mark the floor please remove your shoes. We have options for you to purchase a pair of permitted footwear if you do not have any. And again, clients will be held responsible if a member of their group arrives without being told of this rule.

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6. Please no touching, handling, scratching the mirrors or walls. No leaning on mirrors or curtains or sitting against them. Kindly use the stools/ chairs/ cushions to sit on. There's absolutely NO NEED to touch the mirrors . The walls come clean to you, kindly leave them in the manner they were found.
7. Please do not kill insects if any (like but not limited to mosquitoes, cockroaches, spiders, ants, etc) by squashing them on walls, mirrors, curtains or furniture. If you do this 'by accident', kindly inform management immediately. Again, the property is under CCTV surveillance. If you need assistance, please call the management.

#### **4. Sabunani Enterprises – liability**

Sabunani Enterprises at Happiness Inc. is to be held harmless for any injuries that may occur on said premises. All external hirers and clients must make themselves familiar with the fire evacuation procedures and must make sure class participants are briefed on course of action in case of fire or any emergency or natural disaster. Clients are advised not to exceed the recommended studio maximum capacity.

If a session involves participants who are under the age of 18 or classed as vulnerable adults the client is responsible for ensuring that the relevant checks have been obtained and parents or legal guardians have authorized their child to participate.

All clients are responsible for ensuring their session is run in line with current health and safety legislation and best practice guidelines. Happiness Inc. takes no responsibility for the content or health and safety of classes run by clients.

Indemnification: client will indemnify, defend and hold Happiness Inc. harmless from any claims, demands, attorney's fees, costs, judgments, damages and losses arising out of personal injuries or property damage occurring on or arising on the property, or on sidewalks or streets adjoining the property during or arising from the time period established between client and Happiness Inc.

#### **5. Payment & Deposits & Cancellations or Substitution & Transferring or rescheduling**

##### Payment Policy

All new clients are required to pay at the time of booking. If payment is not received within two working days of us receiving the booking request, the provisional booking will be canceled. Payments can be made by credit or debit card (bank fee applies) or cash or cheque (10 days before commencing the class, no post-dated cheques).

All first time clients will need to reserve a room with a major credit card and pay cash before occupying the room. This credit card will then be kept on file for the Client. If the Client does not pay the use fee before the specified start time, his credit card will be charged the appropriate fee. Should any damage occur on the premises by the client and or their students, guests, participants, patients or visitors, the credit card will be charged for the said amount. Should the payment default, legal action will be taken. Else if the client prefers to pay a deposit for the use period, the deposit needs to be paid in cash at the time of booking.

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Future bookings can be paid by the method of cash, NEFT or IMPS transfer, cashier checks, money orders, bank cards or major credit cards (subject to minimum amount met with). If a client wishes to pay by cheque, the check will need to clear 10 days before the client commences classes for the said term. We will not accept third party checks. A returned cheque fee charge of Rs.2000.00 plus the use amount will be assessed against the credit card on record and cheques will no longer be acceptable as form of payment. Kindly note it is a criminal offense if a cheque bounces.

### **5. Cancellation Policy**

We realize that traffic is CRAZY in Pune. So please keep that in mind when you're heading here.

Of course, on public holidays or for festivals and ceremonies and processions, we may even remain closed. If you are feeling unwell or are unable to take the class yourself, you're welcome to get someone else to substitute for you. However, if you need to cancel suddenly, we permit, based on the number of hours, a maximum of 2 emergency cancellations in a month – i.e for 2 hours.

If the above timeline is not followed, Client will be charged the full amount for the use if the space is canceled late. The client is welcome to find another teacher or employ the services of another teacher to conduct a class should they be unavailable for any reason, with prior notice of 72 hours to the management and approval from the management. Rules & Regulations will apply to the substitute teacher. Any substitute teacher will need to undergo orientation before conducting a session on client's behalf.

If bookings are not canceled on time, no credit will be given. If they are canceled in time, canceled hours can be carried forward to be used within a month unless there are extenuating circumstances.

### **6. Security & Safety**

For the safety of our patrons, staff and members, Rights of Admission are Reserved. Clients need to complete security verification checks and police clearance checks if necessary, before bringing participants to Happiness Inc.

Happiness Inc. retains the right to run background checks on individuals and refuse any individual access to any and all facilities.

Cameras, as mentioned in Rules & Regulations, have been installed for everyone's safety.

However, we need your help in ensuring that Happiness Inc remains that – Happiness Inc!

### **7. Code of Conduct – teachers & students**

This is a Professional environment – an Activity & Learning center; private relationships are not to become an issue here, personal arguments and fights etc. Studio rooms are available to use with the sole purpose of conducting classes – no sexual activities or “personal time” or “privacy” . The studios are NOT to be locked or barricaded or blocked with furniture from the inside. Should that

happen, appropriate legal action will be taken. Cameras are not to be covered or meddled with. Equipment or wiring is NOT allowed to be touched or moved by anyone other than management.

Clients should report any excessive marks they see on the studio floor at the beginning of their session otherwise they may be charged for the cleaning or repairing cost.

As a practice, we ask our teachers to clean the studio after they are done. In order to create a sense of respect and dignity of labor amongst our patrons, we require that the teachers or their chosen 'class monitor' uses the soft micro-fiber dry mop to dry mop the dance floor. This will ensure that any damage to the floors is observed immediately and can be pointed out to us. Please do not use the dry mops on spilled water – if water is spilled please inform us immediately.

### **8. Restricted spaces**

Certain areas are marked as 'staff only' or 'max only'. Please do NOT attempt to enter these areas under any circumstances. If you need something, please contact the management and we will do our best to assist you.

### **9. Equipment, use and maintenance.**

Should you require any other equipment (eg chairs and tables) this must be agreed at time of booking. After this point we can not guarantee availability of equipment. On occasions we are able to set these up for you for a small fee, please contact us to discuss further.

Speakers and sound systems are to be used reasonably. ACs, Fans etc have all been provided for your use, if you damage it, it will no longer be available and you will be charged the fine for replacement of the same and also charged for the room being unavailable to all during the period of repair work.

### **10. Schedule & Fees**

Clients must arrive on time. Time will not be extended for tardiness. Client must vacate their space on time to accommodate the next client coming in. **No exceptions will be made.** Management reserves the right to move clients to a space either equal or larger with the same equipment.

Clients must keep to their allotted time slots and their allocated studio. Those who persistently fail to keep to their allotted times will not be allowed to book any studio space in the future. Clients must ensure that class warm up and warm/cool down is allowed for in the studio booking time. Studios must be vacated by **10pm prompt.**

Studio times and locations may be changed or canceled by the Administration and Finance office due to internal events. Where possible hirers will be given one months notice.

### **11. Personal Property & Lost & Found**

Sabunani Enterprises at Happiness Inc. is to be held harmless for any injuries that may occur on said premise. Sabunani Enterprises is not responsible for any personal property that may be left at the

premise whether temporarily or long term. Storage fee charges do not include insurance against theft. No bags etc can be left overnight.

### **12. Locker uses and leaving personal material**

Lockers are available to use at a nominal charge of Rs.20.00 and deposit of Rs.100.00 – deposit fully refundable after the key is returned. However, Happiness Inc. and or the staff and or management are not responsible for any personal material left on the premises. No second key is available and again, cameras have been installed for security purposes. Outdoor shelves can be used. We recommend carrying a small lock for your bag to ensure no one else can open it.

### **13. Special Events, Workshops and large crowds**

Thank you for choosing Happiness Inc. for your event! We will make every effort to ensure you have a successful and smooth sailing event. In order to do so, we need your help.

Events where more than 50 people are participating is considered a large crowd.

A security deposit will be charged at the time of booking which is fully refundable once the event is over.

For every large crowd event, organizers will need to sit and go through details with management, work out logistics and administration of the event for a smooth event experience for all. Details need to be worked out at the time of booking. Organizers need to visit Happiness Inc. two days prior to ensure all requirements are met with and there is no confusion on the day of the event. Any external teachers that the organizers hire are also required to undergo the teacher orientation either the day before the event, or an hour before the event commences.

Organizers/ clients are welcome to bring their own team/ ushers to help manage their crowd however their team/ ushers need to undergo the same 'teacher orientation' so that all rules and regulations are followed. All above rules apply. Failure to follow the rules calls for immediate cancellation of the rest of the event and no refund will be given. No exceptions.

All Happiness Inc. Rules and regulations apply to large crowds, events, workshops – no exceptions will be made. Upper limits of studios have to be adhered to. No over-crowding to accommodate participants whether in studios or in common areas or on the premises. Additional Staff, labour, cleaning and security personnel charges may apply. Please clarify with management. Bottled Drinking water is NOT provided however upon request can be arranged at an additional cost. If any mess is created and additional clean up is required, the client will be charged for the same.

If toilets, studios, common areas are messed up by participants, they will need to be cleaned by the client according to Happiness Inc. Rules and will then be unavailable for the rest of the event. Any disruption or disturbance caused by the participants of the event is cause for cancellation of the rest of the event and forfeiting the use fee.

### **14.. Marketing & Publicity guidelines & Social Media Policy:**

- In the “real-world”, employers will not tolerate negativity towards their company on Facebook, Twitter, Instagram, etc. We feel that is an important value. We will not tolerate

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Terms & Conditions of Use.**

any negative comments made toward Happiness Inc, another student/parent, staff member or instructors. Any client, student or parent found posting something negative towards Happiness Inc., another student/parent, staff member or instructor, will be dismissed from Happiness Inc. NO EXCEPTIONS!! Positive words of encouragement are always welcome!! We hold our teachers and patrons to a higher standard and want to remind them to use their best discretion when communicating about their experience. *Thank you!! If there is something we can do better, please feel free to approach us!*

- The logo may NOT be used in connection with any hire, unless with prior notice.
- No images of Happiness Inc. may be used without the written approval of the management and must be fully credited, on any social media platform.
- Location must be listed as "Happiness Inc". The address for attendees is 'Happiness Inc' – SABUNANI - No.5 Palacimo Estate, Lane 6, Opposite Nyati Builder's office. Kalyaninagar, Pune 411006.
- The website ([www.happiness-inc.in/](http://www.happiness-inc.in/) www.happiness-inc.org) has directions, travel information and a map. Any questions should be directed to Mallika Sabunani, Director – Sabunani Enterprises, Managing Director – Happiness Inc. [mallika@sabunani.com](mailto:mallika@sabunani.com) or [max@happiness-inc.in](mailto:max@happiness-inc.in). Landline: 020-26650979.
- We do not have any space for leaflets but we do have a notice board available for a standard template advert. Please contact max@happiness-inc.in.
- Any media/ newspaper/ magazine/ blog authors etc visiting Happiness Inc. for your class, workshop or large event will first need to be approved and cleared by management.

Acceptance

When signed by both parties, this Entire Agreement (This document and all others enclosed herewith) will constitute a legal binding contract between User (and or Organizer) and SABUNANI ENTERPRISES.

HAPPINESS INC.  
SABUNANI ENTERPRISES Representative  
MALLIKA SABUNANI

ORGANIZER

Date:

Date: