

Mind & Movement

Pilates Instructor Rental Agreement — Version v1.0 (effective 1 Jul 2026)

This rental agreement is between _____ (“You - under personal or company”) and Mind & Movement (“the Company”). You are required to sign this agreement to confirm that you understand and agree to the terms and conditions.

1. Rental of Space and Equipment

The rental includes the use of all Pilates/ Gym equipment for the following session formats:

Private Session: One (1) client.

Duet Session: Two (2) clients, available only at the Somerset and Raffles Place studios.

Trio Session & Group Sessions: Up to three (3 - 4) clients, available only at the Raffles Place studio. These sessions must be booked in the designated group class room. The rental includes the use of reformers located within the group class room for the duration of the booked session.

The permitted number of clients for each booking must not be exceeded unless prior approval has been obtained from the Company.

This access applies across all participating Mind & Movement studio locations, including:

Orchard Studio

390 Orchard Road, Palais Renaissance #10-03, Singapore 238871

Somerset Studio

111 Somerset Road, #08-04 111 Somerset, Singapore 238164

Raffles Place Studio

17 Phillip Street, Grand Building #0400, Singapore 048695

2. Contact Details

You are required to keep the Company informed of your current contact details including mobile number and email.

3. Rental Rates

The following drop-in rental rates apply per 60-minute session:

- \$35/ session for self-practice (available only at Raffles Place and Somerset studios)
- \$45/ session for a private session
- \$65/ session for a duet session (available only at Raffles Place and Somerset studios)
- \$75/ session for trio & group sessions (includes use of 4 reformer machines; available only at Raffles Place studio)

The above are standard drop-in rental rates. Membership plans offering discounted hourly rental rates are also available. If you are interested in a membership, please let the Company know and we will be happy to recommend the option that best suits your needs

4. Payment Policy

Unless otherwise agreed with Mind & Movement, all bookings must be paid for via the booking app at the time of booking. A booking will only be confirmed once payment has been successfully received through the app. If you have any questions about using the app or require any assistance, please do not hesitate to contact us. Our team is always happy to assist and support you throughout your experience with Mind & Movement.

5. Respect shared space

Please keep noise levels to a minimum at all times, particularly while treatment and Pilates sessions are in progress.

If you wish to speak with your clients after a session, kindly continue the conversation in the waiting area. Please be mindful to keep your voices low and avoid gathering or lingering outside the treatment rooms or around the Pilates equipment, as this may disturb other practitioners and clients.

You are responsible for informing your clients to wait in the designated waiting area until you personally greet them and escort them into the exercise space. Under no circumstances should clients be walking around the studio searching for their instructors or using the equipment without your presence.

We appreciate your cooperation in observing these guidelines. Your consideration helps us maintain a professional, calm, and welcoming environment, ensuring a positive experience for all practitioners and clients.

6. Beverages and Personal Items in the Pilates Area

To maintain the cleanliness, safety, and longevity of our Pilates equipment, food and beverages are not permitted in the Pilates area.

Designated shelving is provided within the studio for practitioners and clients to store personal belongings and drinks. Please ensure that your clients use these designated storage areas whenever possible.

If a client needs to keep essential personal items, such as a mobile phone or water bottle, within the Pilates equipment area, these items must be placed neatly in a designated corner where they do not obstruct walkways or interfere with other users.

Under no circumstances should personal belongings, food, beverages, or drinks be placed on any Pilates equipment.

7. Professionalism

All practitioners are expected to uphold a professional, respectful, and courteous manner at all times when interacting with fellow practitioners, clients, and the management team. We are committed to fostering a welcoming, collaborative, and supportive environment where everyone feels respected, valued, and able to thrive.

Should any concerns or grievances arise, we encourage open, respectful, and timely communication. Where appropriate, we recommend addressing the matter directly with the individual involved in a constructive and professional manner.

If you are uncertain about how to approach a situation, or if the matter remains unresolved, please do not hesitate to speak with the management team. We value your feedback and are committed to working with you to resolve concerns fairly and respectfully.

8. Compliance with regulations

Please comply with all applicable laws, regulations, and professional standards governing your practice at all times. You are responsible for ensuring that all required professional registrations, certifications, licences, and insurance remain current and valid throughout your use of the studio.

The use of Pilates and gym equipment is strictly limited to practitioners who have received appropriate professional training and certification for the specific apparatus they intend to use.

Please note that authorisation to use one area of the studio or a particular piece of equipment does not constitute approval to use all other equipment or facilities. You may only use equipment for which you have been appropriately trained and authorised.

9. Scheduling

Please use the Pilates and/or gym space only during your reserved booking time. To minimise disruption to fellow practitioners, we kindly ask that you avoid making last-minute changes to your bookings whenever possible.

All sessions must conclude on time to allow for a smooth transition to the next practitioner. If you anticipate requiring additional time, please extend your booking in advance, subject to availability.

In the event of a last-minute cancellation by your client, you may cancel your booking without penalty. We appreciate your cooperation in helping us maintain a fair and efficient scheduling system for everyone.

10. Booking and Administration on Rezerv App

You are solely responsible for ensuring that all bookings made through the Rezerv app are accurate and up to date. Please review your bookings carefully before your scheduled session. Any disputes relating to bookings or reserved session times will not be entertained once the booked time has elapsed.

Cancellation Policy

If your client cancels a session, you may cancel your booking without penalty through the Rezerv app up to one (1) hour before the scheduled session.

For cancellations made within one (1) hour of the scheduled session, please notify us via WhatsApp as soon as possible.

If you fail to attend a booked session without prior cancellation (a "no-show"), the full booking fee will be charged.

Any disputes relating to bookings or cancellations will be handled in accordance with the terms of this Agreement.

Please reach out to Mind & Movement on Whatsapp if any help is needed in learning how to use the app, or for other administrative matters.

Any attempt to manipulate the booking system, provide false information, or engage in fraudulent booking practices will be considered a serious breach of this Agreement and may result in the immediate suspension or termination of your booking privileges.

In the event that this Agreement is terminated due to misconduct, malpractice, or fraudulent conduct, any unused booking credits or remaining balance in your Rezerv e-wallet will be forfeited. No refunds or cash reimbursements will be provided for unused credits or account balances.

11. Utilisation of Pilates/ Gym Equipment

As the Pilates/ Gym equipment is shared among practitioners, we kindly ask that you be considerate of others when planning your sessions. To ensure fair access, the use of any single apparatus should generally not exceed 30 minutes during a session.

You may use the Pilates equipment for a brief self-warm-up or cool-down immediately before or after your booked session, provided that:

No more than one other Pilates session is taking place at the same time;

The equipment is not required by another practitioner; and

The total duration of the warm-up or cool-down does not exceed 15 minutes.

This policy applies to the Orchard, Raffles Place, and Somerset studios. The Company reserves the right to restrict or suspend this privilege where necessary to ensure fair and efficient use of the shared facilities.

12. Self-practice and Filming

If you wish to practise on the Pilates equipment for more than 15 minutes, you are required to make a Self-Practice booking. Please note that Self-Practice sessions are available only at the Raffles Place and Somerset studios.

Filming & photography

To protect the privacy of all practitioners and clients, filming or photography of yourself or your client while exercising is permitted only when no other sessions are taking place in the Pilates area.

Filming or photography at any other time or in any other area of the studio is strictly prohibited without the prior approval of the Company.

If you wish to film content for marketing, educational, or promotional purposes, please inform Mind & Movement in advance. We will endeavour to accommodate your request by arranging a suitable time that does not disrupt studio operations or

compromise the privacy of others.

These policies are designed to promote the fair use of shared facilities, protect the privacy of all users, and maintain a professional, comfortable, and welcoming environment for practitioners and clients alike.

13. Upkeep & Leaving the Premises

Please ensure that all areas of the studio are left clean, tidy, and in good condition after each session.

All props, accessories, and equipment must be returned to their designated storage locations after use. You are also required to wipe down all Pilates equipment and apparatus used during your session using the cleaning spray provided in the studio.

Please ensure that all springs, straps, and movable components are returned to their proper settings and left in good working order for the next practitioner.

To maintain cleanliness and hygiene within the studio, please do not dispose of wet food, leftover food, or liquids in the rubbish bins inside the premises. Kindly dispose of such waste in the appropriate external bins or take it with you when you leave.

If no one is using the space after your session, you are responsible for switching off all electrical appliances before leaving, including the lights and air conditioning.

Before seeing clients at any of our studio locations, you are required to attend a 15-minute studio orientation for each location you intend to use. The orientation covers studio procedures, equipment use, safety protocols, and operational guidelines to ensure a consistent experience for all practitioners and clients. A suitable time for the orientation can be arranged with our management team.

14. Health and Safety

You are responsible for ensuring that your clients, guests, and any other third parties accompanying you or attending your sessions comply with the studio's hygiene, safety, and operational policies at all times.

You must ensure that your clients are familiar with the studio's emergency procedures, including fire evacuation routes, emergency exits, and the location of first aid facilities. Any accidents, injuries, hazards, or safety concerns occurring on the premises must be reported to the Company as soon as reasonably practicable.

You acknowledge that you are solely responsible for the professional services you provide to your clients. The Company accepts no responsibility or liability for any injury, loss, damage, or claim arising from or in connection with the treatment, instruction, or services you provide.

You are strongly encouraged to maintain appropriate professional indemnity and public liability insurance, together with any other insurance required for your practice, throughout the term of this Agreement.

15. Equipment Usage and Damage

Please inspect all equipment and facilities before use to ensure they are in good working condition. All equipment must be handled with due care and used only for its intended purpose. Any damage, defects, or maintenance concerns must be reported to the Company immediately so that appropriate inspection and repairs can be arranged.

16. Lost Property

The Company accepts no responsibility or liability for any personal belongings or equipment left on the premises after your booking has ended.

Any items found may, at the Company's sole discretion, be retained for a reasonable period to allow collection. However, the Company is under no obligation to store or safeguard such items and reserves the right to dispose of any unclaimed property after the designated holding period.

17. Termination

You may terminate this Agreement at any time by providing the Company with prior notice.

The Company reserves the right to suspend or terminate this Agreement immediately if you breach any of the terms and conditions set out herein, or any other agreement or policy communicated by the Company, whether made verbally or in writing.

Termination of this Agreement does not affect any rights, obligations, or liabilities that have accrued prior to the date of termination.

18. Disclaimer

The Company reserves the right to amend the rental rates, facilities, services, features, and the terms and conditions of this Agreement at its sole discretion.

Where reasonably practicable, the Company will provide advance notice of any material changes. Continued use of the Company's facilities and services following the effective date of such changes shall constitute acceptance of the revised rates, terms, and conditions.

I, _____ (Full Name), acknowledge that I have read, understood, and agree to be bound by the terms and conditions set out in this Agreement with Mind & Movement.

I further acknowledge that it is my responsibility to comply with all policies and procedures communicated by Mind & Movement, as amended from time to time.

Last 4 Digits of NRIC: _____ Company UEN (if applicable): _____