



H.U.B.
Sign Up Package

Revised 7/26/19



This contracted agreement is between Angela A. Hardy (company owner/sub-leasor) and _____

(independent contractor/sub-leasee).

The terms agreed upon are as follows:

The above referenced contractor is the legal owner and responsible representative of _____

(Contractor's Company Name)

The focus/service of the company is to _____

As a result, it is a compliment to the philosophy of Simple Wellness **“To assist and serve others to live quality lives and heal holistically with compassion, education and support”**. And/or the Owner’s personal mission statement **“To Enhance Beauty Both Inside and Out”**.

As a Simple Wellness H.U.B. Partner (SWHP), the package agreement is _____

In exchange for the flex space usage, compensation is \$ _____ paid _____

- Prior to seeing clients at SW, first and last month rent must be paid; along with a refundable security deposit in the amount of \$25.00

Any transaction declined and/or delayed will incur a \$25.00 reprocessing fee.

Independent Contractor/SWHP

Date

Angela A. Hardy, Owner

Date



Authorized Automatic Payment

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____

Email: _____ @ _____

Credit Card Holder's Name or Business Name Listed on the card is:

same as above different from above, Listed as _____

If different than above, please provide credit card billing address: _____

Credit Card Type: Master Card Visa Discover
Card# _____ Exp ____/____ CV _____

By Signing this form you are authorizing and granting permission for your card to be automatically charged the agreed amount of \$_____ on the 10th of every month until there is a termination in contract.

SWHP Signature

Date



Opening and Closing Procedures (If Applicable)

1. Open lockbox to obtain keys (combination will be told to you directly for security reasons).
2. Use both keys to open the door, the painted red key is designed for the top lock.
3. Quickly put keys back in lockbox and scramble numbers up on the combination pad.
4. Open spa door and immediately cut the alarm off, which is located on the back of the main door. You only have 45 seconds to disarm the alarm (alarm code will be told to you directly for security reasons).
5. Turn on first set of lights behind coat rack.
6. Turn off night window lights, located behind front desk on floor.
7. Walk to the nail area in the back center. On the left side of wall turn on the remaining switches until all lights are on (Keeping in mind, that there is one light that does not need to be touched unless entering the closet. That is the last switch at the bottom right corner).
8. When closing for the day start from the back by turning off lights and thermostat. No heat nor air should run continuously, unless personally informed otherwise!
9. Double check to make sure all lights, heat or air is off. Turn the window night light back on and then reset the alarm (you have 45 seconds to exit at this point).
10. Turn the bottom lock on your way out, and re-enter the lockbox to obtain the key to lock the top lock. Assure that the door is locked properly, by giving it multiple tugs. Put the key back in lockbox and rescrumble the combination pad.

Side Note: While in the building servicing clients, be sure not to entertain any uninvited guest. Politely refer interested people to call the phone number listed on the front glass window. And by all means, do not allow unscheduled visitors to use the restroom.

Happy **H**elping, **U**niting and **B**uilding!