

Client Intake and Session Acknowledgment

Required health safety booking privacy and policy information

Please provide only information reasonably relevant to planning and participating safely. This is not a request for a complete medical history, diagnosis, or treatment record. We will review important changes together before rope begins.

Client name _____

Pronouns optional _____

Email _____

Mobile phone _____

Planned session date _____

Emergency contact

Name _____

Relationship _____

Mobile phone _____

☐ Aeaea may contact this person only when reasonably necessary for a safety or medical concern connected to my session.

Relevant health and safety information

Check any item that applies now or has affected prior rope, exercise, bodywork, dance, or similar physical activity.

- ☐ Current pain, injury, swelling, bruising, wound, burn, rash, or skin sensitivity
- ☐ Numbness, tingling, nerve injury, neuropathy, reduced sensation, or weakness
- ☐ Circulation concern, blood clot history, easy bruising, or bleeding concern
- ☐ Joint instability, hypermobility, limited range of motion, or mobility limitation
- ☐ Back, neck, shoulder, hip, knee, wrist, ankle, or other musculoskeletal concern
- ☐ Heart, blood pressure, breathing, fainting, dizziness, seizure, or balance concern
- ☐ Recent surgery, procedure, hospitalization, implant, or healing piercing
- ☐ Medication or substance affecting bleeding, alertness, balance, pain, sensation, or judgment
- ☐ Allergy or sensitivity relevant to rope, equipment, cleaning products, or the environment
- ☐ Pregnancy, possible pregnancy, postpartum recovery, or another relevant positioning consideration
- ☐ Emotional, sensory, communication, accessibility, or trauma related consideration
- ☐ Prior adverse response or injury during rope or another physical practice
- ☐ Other safety information I want to discuss

Relevant details, areas to avoid, accommodations, or questions:

Session planning

What are you hoping to experience, practice, or understand?

What would help you communicate comfortably or participate accessibly?

- ☐ I prefer frequent verbal check ins.
- ☐ I prefer quiet or minimal talking unless needed.
- ☐ Please tell me before major transitions.
- ☐ I would like to agree on a nonverbal stop signal.
- ☐ Other communication preference: _____

Booking and payment

An inquiry is not a booking. A session is confirmed only when Aeaea accepts it in writing, the required intake is complete, and the payment specified in the booking confirmation is received. The booking confirmation states the service, fee, deposit or payment schedule, date, location, duration, cancellation deadline, rescheduling terms, and any approved additional costs.

- ☐ I have reviewed and agree to the booking confirmation sent to me.

Professional scope and conduct

- ☐ The fee reserves professional time. It does not purchase access to a person's body, guarantee an activity, or override consent, safety judgment, or professional boundaries.
- ☐ Aeaea private rope sessions are nonsexual services. Sexual activity is not permitted. Sensuality, touch, closeness, or discussion of sexuality may arise only in a professional educational or embodiment context.
- ☐ Consent is specific and ongoing. Either person may pause, modify, or end an activity at any time.
- ☐ I will arrive able to make decisions and participate without material impairment. Aeaea may postpone or end a session when capacity or safety is uncertain.
- ☐ Harassment, coercion, threats, deliberate boundary violations, sexual conduct, unsafe behavior, unauthorized guests, weapons, or unauthorized drugs may end the session.
- ☐ No photography, video, audio recording, livestream, or observer is permitted without advance agreement and a separate optional media permission.
- ☐ Every adult who will tie or be tied must complete the required documents and consent for themselves.

Changes and cancellations

The cancellation and rescheduling terms in the booking confirmation apply. If Aeaea cancels and the session cannot be rescheduled, amounts paid for the cancelled session will be refunded or credited as stated in that confirmation. Late arrival may shorten the session so that it ends at the scheduled time. Aeaea may modify, postpone, or end a session for safety, capacity, environment, conduct, or professional-boundary reasons.

Privacy and sensitive information

Aeaea collects contact, scheduling, payment, communications, signed agreements, and the health and safety information you choose to provide. This information is used to respond to your inquiry, assess fit, plan and provide the session, communicate, collect payment, maintain records, address emergencies or incidents, comply with law, and protect rights and safety.

Information may be shared only as reasonably necessary with service providers supporting forms, email, scheduling, electronic signatures, payments, storage, hosting, security, or bookkeeping; contractors or venues needing limited safety or logistics information; legal, accounting, insurance, or safety advisers; emergency contacts or responders; or as required or permitted by law. Aeaea does not sell sensitive intake information or use it for targeted advertising.

Aeaea uses reasonable safeguards and limits access, but no email, form, or storage system is completely secure. Records are kept only as long as reasonably needed for session administration, safety, contracts, tax, insurance, dispute, or legal purposes and are then securely disposed of, subject to backup cycles and legal holds. You may request access, correction, or deletion by replying to the intake email; some records may need to be retained.

Please do not provide Social Security numbers, identification numbers, account passwords, health insurance member numbers, full medical records, or unrelated intimate detail. Aeaea is not a health care provider or therapist solely because health or embodiment information is discussed, and this notice does not promise HIPAA coverage or create a professional privilege.

Client acknowledgments

- ☐ I have answered honestly to the best of my knowledge and will report relevant changes before participating.
- ☐ I understand that disclosure does not guarantee that participation is appropriate and that Aeaea may decline or modify an activity.
- ☐ I have reviewed and agree to the booking, conduct, cancellation, recording, and professional-scope terms above.
- ☐ I have read the privacy information above and consent to Aeaea collecting, using, storing, and making the limited disclosures of information I voluntarily provide for the stated purposes.
- ☐ I understand that I may request a paper process and a copy of my completed electronic records.

Day of session update

- ☐ No relevant change since I completed this intake.
- ☐ Something has changed and I will discuss it before the session begins.

Client initials on session day _____

Date _____

Signature

Client printed name _____

Client signature _____

Date _____

Email _____

By typing or applying an electronic signature, I intend to sign this document and agree to conduct this transaction electronically. I may request a paper process instead.