

HAWTHORN HEALING ARTS CENTER CLASSROOM RENTAL AGREEMENT

Room rental includes access to classroom for the use specified in your event description and for the period of time you have reserved the classroom. Also available to you and your class participants are bathrooms, and the tea and water at water cooler. Renter handles all scheduling and registration for class, marketing, and correspondence with class participants. Hawthorn Healing Arts Center will place the class as an event on our website, and when possible include your program in an email announcement to our email database. We recommend creating a flyer to post around town (we're happy to place one on our bulletin board as well!), and sending a press release to local media (Bulletin, Source, etc.) so they can list your event in their calendar is also a great idea. If class is outside of business hours, you will be responsible for entry and lock-up via lockbox on front door. Contact Jill or Cheryl at front desk for details on lock-box usage.

RENTAL RATES

- Up to 2 hrs: \$60
- Up to 4hrs (1/2 day): \$100
- Up to 8hrs (full day): \$160

If you request, we will create a Facebook Event page for your event. This is included in the rental price. If you wish to "boost" your event, please indicate what level **\$5** (reaches approx.350-920 pp), **\$10** (approx. 680-1800 pp) or **\$15** (approx 860-2300 pp) and add to your amount due.

Rental fee is **due at the time of event booking** for the entirety of all classes being reserved/scheduled. Payment may be made to Hawthorn Healing Arts Center via cash, check, or credit card. Please remit payment due to: Hawthorn Healing Arts Center, LLC, 39 NW Louisiana Ave., Bend, OR 97703 or call 541-330-0334.

- If event is cancelled at least 1 month prior to event date, renter will receive full refund
- If event is cancelled at least 2 weeks before event date, renter receives 50% refund
- No refund on rental fees if event is cancelled less than 2 weeks prior to event date

Renter Name _____

Renter Address _____

Email address and phone # _____

Date(s) and times of Event _____

2 hr, 4 hr, or full day rental? _____ various _____

Name of Event _____ Amount due _____

Please provide Hawthorn Center with a concise description of your event, any relevant logos or photos, and your contact information in an email sent to Jill at Jill@hawthorncenter.com. By signing below you also agree to be responsible for yourself and your class participants for any damages done to the facility, any missing merchandise, or disturbed items in the office area. There are many unsecured inventory items out front, as well as sensitive materials in the office. We ask that you do not allow class participants into the central office area or any treatment rooms. We appreciate your consideration for treading lightly and cleaning up any messes! Thank you, and we hope you and your program participants have a fabulous experience. In the event of any "emergencies" please contact Josh Phillips at 541 788 1158. By signing below the Renter agrees to the room rental policies listed above.

Renter _____ Date _____

Hawthorn Center representative _____ Date _____