**HAWTHORN HEALING ARTS CENTER**

**COMMUNITY CLASSROOM RENTAL AGREEMENT**

Thanks for your interest in putting on an event in our Community Room at Hawthorn! We have created a space for classes and workshops, movement arts, music and sound healing events, community gatherings and more.

Room rental includes access to room for the use specified in your event description and for the period of time the classroom is reserved. Also available to the instructor and class participants are the lobby area and bathrooms, and tea and water in the lobby. Renter is responsible for all scheduling and registration for the class, promotion, and correspondence with class participants. *We do ask that the treatment rooms, medicinary area and office areas not be entered at any time—Instructor is responsible for informing students of this important detail. Thanks for your understanding!*

In addition to providing space for your event, Hawthorn Healing Arts will create a page on our website of your event as well as listing it in our monthly e-newsletter (if your event is scheduled far enough in advance). All event description content, contact info, and graphics must be provided in a timely way for us to do so.

It is a great idea for you to create a flyer to post around town (and on the Hawthorn bulletin board as well). Also, sending info to local media (Bulletin, Source, etc.) so they can list your event in their calendar is highly recommended (we’re happy to do this for you for an additional fee-- see below).

If your event is outside of business hours, you will be responsible for entry and lock-up via lockbox on front door. We will provide details to you of this process and the lockbox code prior to your event.

**RENTAL RATES**

* Up to 2 hrs: $75
* Up to 4hrs (1/2 day): $130
* Up to 8hrs (full day): $200

**Promotion Included With Rental:**

* Event page created on Hawthorn Website (images and descriptive content provided entirely by you)
* Drop down menu item on our classroom events menu
* Listing on Hawthorn events calendar
* Inclusion in Hawthorn Newsletter (approx. 3k email list) which goes out first week of each month.

 \*\*\* *Your event must be scheduled far enough in advance and event detail description provided to us in a timely way in order to make it into the newsletter.*

**Optional (PLEASE CHECK THE ADDITIONAL OPTIONS YOU WOULD LIKE):**

□ FaceBook event listing on Hawthorn’s FB page linked to webpage event listing: **$10**

* + **OR** create your own event listing on your FB page and SHARE with us or invite Hawthorn as CO-SPONSOR for event (free)

□ Facebook event “boost”: ($5 - ???) whatever amount you want to spend

□ Facebook POSTS (TWICE) on Hawthorn FB page during the week leading up to your event: **$20**

□ We will post Calendar listing for you in The Source: **$20** (or you can do it for free!)

□ FULL PACKAGE (Fbook Event, FB Posts + $10 BOOST, Source Weekly Calendar listing, Newsletter listing) **$50** *($10 savings*)

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 to: Hawthorn Healing Arts Center, LLC, 39 NW Louisiana Ave., Bend, OR 97703.

Once this reservation is made and paid for, you will receive an email from us, where you can provide us with ALL CLASS EVENT DETAILS AND ANY IMAGES YOU’D LIKE USED IN YOUR PROMOTION. All of this information must be provided up front via email so our web and newsletter designer can put together your event page. There will not be an opportunity for back and forth or content changes. *Thanks for your understanding!*

* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) and Times of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 hr, 4 hr, or Full Day rental?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Promo Chosen and Fee Included\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Amount Due\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 after your event. Thank you, and we hope you and your program participants have a fabulous experience. In the event of any urgent concerns before your event, or on the day of, please contact Joshua Phillips at 541-788-1158.

By signing below the Renter agrees to the room rental policies listed above.

Renter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

HHAC Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_