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### CENTER CLASSROOM RENTAL AGREEMENT

The use specified in your event description and for the period of available to you and your class participants are bathrooms, and handles all scheduling and registration for class, marketing, and 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 at front desk for details on lock-box usage.

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#### RENTAL RATES

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

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 97701.

- 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? \_\_\_\_\_

Name of Event \_\_\_\_\_ Amount due \_\_\_\_\_

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

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](mailto: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 \_\_\_\_\_