



# Buddhamouse Emporium

134 Yale Avenue, Claremont, CA 91711

Store: 909-626-3322 Cell: 909-997-0761

www.buddhamouse.com

## EVENT/WORKSHOP AGREEMENT

Thank you for giving us the opportunity to host your event at Buddhamouse. We appreciate your business and will do everything we can to accommodate you. So that we may operate efficiently, we ask that you comply with the following policies:

**Rental Fees** – The facilitator determines the fee to be charged for the event. The rate is \$11 per hour. Space availability is on a first come, first serve basis. Once an Event Request is received, a link will be provided to pay for the space via PayPal. Exceptions can be made for repeat facilitators/events.

**Terms** – The facilitator agrees to be present at or before the time of the Event start time. No refund is provided if the Event is cancelled. If the facilitator cannot process credit cards, Buddhamouse can run the payment through our processor and reimburse after holding a 3% processing fee.

**Event Template** – The facilitator can fill out the Event Template on our website location [www. Buddhamouse.com/eform.html](http://www.Buddhamouse.com/eform.html), or provide the following information in an e-mail using text that allows me to copy/paste the information.

Event Name:

Event Description (500 characters or less):

Facilitator Bio information and/or contact info to include in the promotion (500 characters or less):

Date(s):                      Start Time:(no earlier than 10:30 am)    End Time: (no later than 6:30 pm)

Fee for the event (if applicable):

**Promotion** – Upon receiving the rental payment or approval, Buddhamouse will add the Event to the Calendar of Events on our website, our Facebook Page, and Meetup. We will also include it in our on-line newsletter. The facilitator is responsible for creating flyers and/or providing business cards to be on display at the store.

**Laws and Regulations** – Facilitator will conform to and abide by all lawful rules, codes, laws and regulations in connection with the use of said premises and the holding of the Event thereon and not to permit the Premises to be used in violation of any lawful rule, code, law, regulation or other authority.

**Risk** – Buddhamouse Emporium assumes no liability for loss or damage arising as a result of accidents, injuries, or other occurrences.

**I have read, and hereby acknowledge my agreement to the conditions of this contract. I have received or made a copy of this document.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_