

## Guidelines for Hosting an Event at the Bag Lady

Thank you for your interest in hosting an event at The Bag Lady. We've created the following guidelines to make expectations clear and to ensure a successful event for you and The Bag Lady. *Successful events are a win-win for everyone!*

We have two spaces available for rent: a large event room of about 340 square feet that can hold up to 40 people (depending on seating arrangement) and a smaller room of 110 square feet that can hold up to 6 people or can be used for private energy/reader work.

Either space can be rented Monday-Saturday during the following blocks of time:

- 10:30a – 2:30pm
- 2:30pm – 6:30pm
- 6:45pm – 9:15pm (*please note, unless arrangements have been made in advance, evening events **MUST** end at 9:00pm (cleanup until 9:15pm)*)

On Sundays, the spaces can be rented from 12:00pm – 4:00pm

Rental Fee: The fee for renting either of our event rooms is 30% of total sales received by you. If you are hosting a multi-week event (3+ consecutive weeks), we require a \$100 non-refundable deposit to hold the space for you.

A massage table or massage chair are available for an additional \$20 fee. (Please provide your own face cradle coverings if needed.)

### Step I

If you desire to host an event at The Bag Lady, send an email to Nami Nesterowicz at [bagladyevents@gmail.com](mailto:bagladyevents@gmail.com) at least six (6) weeks out from your desired event date. Please include the following information in your email:

Room Request: Indicate if you would like to rent the large or small event space.

Event Title: Easy to remember and explains in as few words as possible the focus of your event.

*(continued)*

## **Guidelines for Hosting an Event at the Bag Lady**

**Event Description:** A few paragraphs describing your event. Write it as if you are describing it to a stranger, who is fairly new to the metaphysical community. Make the description about the participants and please include the benefits they will get from attending your event. We ask that your description have no more than 10-15 sentences to make it easy to read. Bullet points are always beneficial as they allow the eye to scan very easily for the main ideas.

**Event Date and Time:** Offer up to three different options for dates and times you would like to host your event. You may indicate your preference, however the final choice will depend on events already scheduled on the calendar. Please note events on Sundays must be between 12p – 4p when the store is open.

### **Step II**

Once your event is approved, please submit the following information to [bagladyschedule@gmail.com](mailto:bagladyschedule@gmail.com):

**Bio Pic:** Email us an updated photo of you. If possible a square image is best but if you don't have one, you can send what you have. We reserve the right to edit the images to fit the space on our website and newsletter. Please send as high quality an image as possible so that if we have to edit it, the integrity of the picture will be maintained.

**Bio Description:** Please introduce yourself to the readers of our website. We ask that you write your description in the third person and remember to keep it brief while highlighting the reasons why you are the perfect person to teach this class. Include any certifications, trainings, and/or areas of specialties you may have. Please try to keep your bio to about 5-7 sentences.

**Optional:** If you have an image that you would like to represent your event please feel free to send that along too. This image should not include you in it (as your picture will be featured in an instructor bio later on the page) and should reflect the feel and energy of the event. The image needs to be oriented horizontally and the image a minimum of 700px X 500px. Again, we reserve the right to edit any image to fit the space on the website.

*(continued)*

# Guidelines for Hosting an Event at the Bag Lady

## Additional Guidelines

By hosting your event at The Bag Lady, you acknowledge and agree to the following policies and guidelines:

- **You have primary responsibility for promoting your event.** The Bag Lady will post your event on our website, in our monthly newsletter, and we will make one post on social media a few days before your event. Any additional promoting of your event is up to you to initiate. Creating a Facebook event is a great way to get the word out. Tag The Bag Lady in your event share and we will also share it to our page.
- You are welcome to create a flyer that we can put on our Community Board. We do not create individual flyers for events hosted at The Bag Lady, but we are happy to post yours.
- During the day, our team's primary focus is to support customers in the store. Therefore, it is your responsibility to set up and break down your event. A team member will be available to show you where chairs are located and to answer any questions you may have **BEFORE** your event starts. Please leave the room as you found it.
- If you are hosting an event after the store is closed, a team member will be available to assist you and to close the store after your event. Please note, unless special arrangements have been made in advance, the register will NOT be open for purchases during or after your event.
- Participants will pay the practitioner/renter directly. No payments will be processed by The Bag Lady for participants.
- We reserve the right to cancel an event with fewer than 5 participants. If we decide to cancel, you will be refunded your full payment.