

Dear Guest Presenter,

We are pleased to start this conversation with you about presenting your idea, class, event, workshop or series at our Yoga Studio and Apothecary venue. Please fill out the following Event Form so that we can best be prepared to market, promote, host and compensate you for your efforts and time. This document is non-binding. The conditions outlined here may be changed to suit the specific situations presented by each event. Please email this completed form to yoga@providenceap.com.

We look forward to working with you!
The Team at Providence Apothecary

Contact Information for Guest Presenter:

Name: _____

Phone Number: _____

Email: _____

Address: _____

Event Title: _____

Proposed Date(s): _____

Start Time and Duration of Event: _____

Event Description

Number of Participants Minimum: _____ Maximum: _____

Last Date to Register for the Event: _____

Regular Price Rate for the Event: _____

Early Bird Rate: _____ Dates for Early Bird Pricing: _____

Regular Rate: _____ Date for Regular Rate Pricing: _____

For multi-day events, what is the per class rate (if available): _____

Special Equipment needed by the Participants: _____

Special Equipment requested by the Guest Presenter: _____

We charge an hourly rate of \$45/hour for the yoga studio.

PA will collect a deposit of 50% of the total rental cost, not to exceed \$100. This deposit is nonrefundable and is due 30 days prior to the event. Marketing for the event will not commence until the deposit is collected. Payment in full is on the day of the event but before the event starts.

PA provides...

1. Direct email to the PA database regarding the event
2. Facebook posts from the PA website
3. Facility use for the days/times of the event.
4. Listing on our website events page
5. Posting of flyers in storefront (preparation and printing of flyers is the responsibility of the presenter)