

Her Sanctuary is a co-working space for like-minded women, women in business + female entrepreneurs to share a focused collaborative space for events, workshops, product launches, brainstorm sessions, or just daily dose of inspiration. **The sanctuary is available for pop-up shops, workshops, events, classes, product launches, women's circles, photo shoots or any other vision that you hope to see come to life.**

#### Space Information:

- **Room Divider** to section off event space from retail space, if desired
- **Seating + Accommodations** for attendees ( varies according to room set-up )
  - *"Classroom Style"* Tables + Chairs for maximum 16 attendees
  - *"Lecture Style"* Seating for maximum 20 attendees
  - *"Lounge Style"* Seating for maximum 25 attendees
  - *"Cocktail Style"* Standing room for maximum 40 attendees
- **32" LED TV with HDMI Cable Hook-up** at no extra cost
- **On-site Restroom**
- **Backspace for storage + prep, including a small refrigerator**
- **Accessibility to a selection of plates + platters for catering at no extra cost**
- **Parking:** Street Parking available (free after 5pm + weekends)  
Lot Parking available in the Bank Of America lot (corner of Norwalk + Hertel)
- **Retail Store Hours:** Tues-Sat 12-6pm -- keep in mind retail will be open during these hours.

#### **PRICING: \$35/hour at a minimum of 1 hour**

- Hours booked must include setup + breakdown time (min 15 minutes prior to + after the event time)
- A deposit of **50%** is required to hold the space for your event. The balance due is due the day of the event. All deposits are **non-refundable + non-transferable**. Any cancellations must be made 48 hours prior to the event date. Bookings are accepted up to six months in advance. Dates are not secured until the deposit has been paid.

#### This includes:

- Use of the Sanctuary Space
- **Calendar / Event Listing** on our website- includes description, photo, + bio
- **One Email Announcement**
- **Event Listing** on our Meetup Page
  - Complimentary use of the Meetup tools, including RSVP tracking + manage list, promotion tools, correspond with Attendees

#### **RENTER OBLIGATIONS**

- Co-Marketing + Promotion
- All seating can be moved for event, but must be returned to the original place by end of rental
- Processing Payment for "Ticket Sales" either prior to or day of
- Signage / Handouts / Worksheets ( if needed )
- Any food or beverages provided (water + hot tea will be provided -- healthy beverages are available for purchase by guests)

Don't hesitate to contact us with any additional questions you may have about the space. We hope to be able to share this healing space with you + give you the platform to share your gifts + knowledge with the community.



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