



Events Contract - Non-Members

Name of Event	
Name of Host/Group	
Date/Time of Event	
Number of Attendees (anticipated)	

Hosting Structure

Check the structure of the event below:

This event:	Yes	No
Involves free or discounted tickets for Perlene members		
Is open to the general public		
Costs money to attend for the general public		
Involves a revenue split with The Perlene and the host (Perlene to run ticketing)		
Involves an hourly room charge for the host (host to run own ticketing)		

Room Rental Fee

Prices and availability may vary depending on group size, day, times, etc.

Cost for private space use per hour (includes staff on site to assist)	Feminist Library or Room of Requirement		First Floor (Lounge, Great Hall, & Library)
	1-2 guests	3-8 guests	8+ guests
Non-member	\$50	\$50	Starts at \$150

For events with more than 10 guests, a \$75 deposit will be added to the invoice and refunded upon completion of the event with no breakages, damage incurred, or deep-cleaning needed.

If your event requires any materials, specific foods, special drinks, it is your responsibility to provide such materials, and clear anything requiring licensing or potentially hazardous/dangerous with The Perlene beforehand.

Timing

Add at least 30 minutes on to *each* end of your event's duration for set-up and thorough clean-up. Please begin and end on schedule - we're all busy and want to respect everyone's time.

Promotion

If desired, The Perlene will include your event on the Classes & Events calendar, in the weekly events newsletter to members and monthly events newsletter to the public, and promote the event on our social media platforms. Further promotion toward event success is the responsibility of the host.

Before the Event

You must arrive at least 30 minutes before the start of your event to give you time to set up. A trusted member of The Perlene will be on site to help with set-up and welcoming your guests. She will stay for the duration of your event and help close up at the conclusion.

If you need to rearrange the furniture in The Perlene, please refer to the "Perlene Reset" list at the end of this contract for where things should go when the event is complete.

After the Event

It is your responsibility to return the Perlene to its pristine state once your event has concluded, with the help of the Perlene member on site. This includes:

- All dishes washed or in the dishwasher (and dishwasher turned on);
- All tables and chairs returned to the way they were found (see "Perlene Reset");
- Snacks/food/drink put away and cleaned up;
- Trash and recycling taken out to trash bins at NE corner of building;
- If a nighttime event, close down the Perlene (all doors locked, all curtains closed, all lights off).

Other Guidelines

Children are invited to be in the Room of Requirement only, preferably supervised, unless you have physical contact with the child at all times; we are not child-proofed by any means.

Please also don't forget to have the best time ever. The guidelines are meant to make it possible for everyone to keep hosting and attending events. Please document your event, tag the Perlene on social media, share on Slack and showcase your talents as host. We're so lucky to have you.

Any details not covered by the contract above:

By hosting an event at The Perlene, you understand your responsibilities with regard to the event and The Perlene, and agree to the expectations laid out above.

Host Name

Host Signature

Date
