



HOST YOUR EVENT AT SHESPACE A Venue Rental Inquiry

We are here to make your event planning easy-peasy and your attendees swoon. SheSpace is the spot for hosting your next panel, seminar, master class or networking social event. And while we love birthday parties, brunches and showers as much as the next gal, we are designed for professional use. We limit events to those that promote professional and personal development. All designed to empower or inspire entrepreneurs and innovators.

Please fill out the following inquiry form and email it to Stephanie@shespacehtx.com. We will get back to you within 72 hours.

First Name: _____ Last Name: _____

Business or organization name: _____

Date: 1st option _____ 2nd option _____
3rd option _____

Start Time & End Time*
1st option _____ 2nd option _____ 3rd option _____

***Notes:**

- Start time and end time includes setup and breakdown
- There is a 2-hour minimum

Example:

- 10:00 a.m. - 10:30 a.m. Set up
- 10:30 a.m. - 1:30 p.m. Event
- 1:30 p.m. - 2:00 p.m. Breakdown/ Exit

Type of Event (please check one):

- Workshop/Training/Masterclass
- Meeting
- Interview(s)
- Professional Networking Event(s)
- Seminar/Conference
- Other: _____

Number of attendees expected: _____

Special needs:

A/V(TV projection, Music, or Microphones): _____ Podium: _____

Will any of the following be served:

Food: _____ Beverages: _____ Alcohol: _____

What space best fits your needs?

The Lucy - fits up to 70 _____

The Stella - fits up to 30 _____

The Kitchen - fits up to 14 _____

Business website (or social media): _____

Email address: _____

Mobile phone number: _____

Best way to contact you: Email _____ Text _____ Call _____

Are you a non-profit? Yes _____ No _____

If yes, please provide necessary documentation.

Today's Date: _____

Do you want our list of vetted resources to assist in making your event run smoothly today and be the talk of the town tomorrow? (Event planners, caterers, photographers you get our drift.) Yes ___ No ___

EVENT SPACE PRICING

The Stella (30 capacity)

	Member	Non-Member
	\$100/hr	\$150/hr
With Kitchen	\$150/hr	\$200/hr

The Lucy (70+ capacity)*

	Member	Non-Member
Weeknight	\$200/hr	\$250/hr
Weekend	\$250/hr	\$300/hr

**Kitchen included in rental fee*

The Kitchen (14 capacity)

\$100/hr

