



# 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](mailto:Stephanie@shespacehtx.com). We will get back to you within 72 hours.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business or organization name: \_\_\_\_\_

Preferred Event Date: \_\_\_\_\_

Preferred Event Time\*

Set Up Time: \_\_\_\_\_

Event Time: \_\_\_\_\_

Take Down Time: \_\_\_\_\_

\*Notes:

- Rental time needs to include time for set up and take down
- There is a 2-hour minimum for The Lucy

Example:

- Set Up Time: 10:00 a.m. - 10:30 a.m.
- Event Time: 10:30 a.m. - 1:30 p.m.
- Take Down Time: 1:30 p.m. - 2:00 p.m.

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: \_\_\_\_\_

(Please note: there is an additional charge when food/beverages are served for cleaning purposes. The Stella - \$30 fee | The Lucy - \$50 fee)

What space best fits your needs?

The Lucy - fits up to 70 \_\_\_\_\_

The Stella - fits up to 30 \_\_\_\_\_

The Kitchen - fits up to 14 \_\_\_\_\_

Other: \_\_\_\_\_ (ex: adding a conference room)

Furniture needs (please check any that apply):

3 round tables + linens: \$12.50 per table/linen

All furniture removal in the Lucy: \$35 fee

All furniture + rug removal: \$50 fee

Business website (or social media): \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Billing address: \_\_\_\_\_

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 \_\_\_

If you are a SheSpace Member, would you like to apply your month's credit toward your booking? 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

