



### Rental Policies and Procedures

Welcome to Sacred Spirit Event Center, we look forward to working with you in creating a fun, safe and magical space to host your services. Please show consideration for the entire space, this includes furniture, plants, art, jewelry, retail, walls, doors, windows, bathrooms, and rental equipment. Don't affix anything to the walls or windows without the manager's approval. You are 100% responsible for what happens during your class or event. You have the discretion to remove anyone from the class for displaying any behavior that is disruptive or inappropriate, as does Sacred Spirit Employees.

- Each room has access to a water cooler and disposable cups. Water, tea, and cacao and light snacks such as grapes, nuts, chocolate etc. are allowed in the spaces. Food and other beverages need approval from management and will have an additional \$75 refundable fee applied. No food unless approved via contract.
- An entry door keycode will be temporarily provided for you to enter the space for your time frame.
- The closest parking lot is on the corner of Highland Road and SR-179. Parking is first-come, first-serve basis.
- No animals, except for service animals. All animals must be kept on leash.
- We are a smoke and drug-free space. Smoking is also not allowed outside in the covered walkway.
- No outside alcohol is allowed on the premises. Management approval is needed for alcohol catered events.
- Fire is not allowed. Contained candles are allowed and must be monitored. Do not empty smudge ash into the trash cans.

### Closing Protocol

- Leave the space as you found it and put all items back.
- Sweep or wet Swiffer the floors after your class. These items are provided for you in the storage closet.
- Remove all Trash from trash cans and take out to dumpsters in the parking lot, replacing with a new clean bag.
- Adjust the thermostat back to the original setting and turn off lights upon exiting.
- Lock the door, failure to lock up after use results in forfeit of cleaning fee and 100% responsibility for lost or damaged items.

**Bathrooms:** Bathrooms are located in the building on the first and second floor. Bathrooms have a code and are subject to change. Please ask the event manager for updated codes. Codes are posted in each room by the door.

**REFUND POLICY:** There are NO refunds for rental space fees. Hourly rentals need 48 hours or more to reschedule for another day. Consecutive bookings, half-day and full-day rentals need a 30 Day notice to reschedule. Rescheduling needs to occur within 4 months of the original event date. Less than these times results in no refunds and no rescheduling.

- I have read and agreed to the Rental Policies and Procedures and Refund Policy, if any of the above rules are broken or not complete, the cleaning fee deposit may not be refunded.

This contract dated \_\_\_\_\_ is between Sacred Spirit, LLC and \_\_\_\_\_ (Renter)  
for renting out the \_\_\_ STUDIO and/or \_\_\_ EVENT CENTER on date(s) \_\_\_\_\_  
at time(s) \_\_\_\_\_ at 431 SR-179, Suite A7, Sedona, AZ 86336. Check here if on-going rental \_\_\_  
Renters Phone: \_\_\_\_\_ Renters Email: \_\_\_\_\_  
Class Event Name: \_\_\_\_\_  
Class Description: \_\_\_\_\_



(100% Rental deposit and contract required to secure event date)

Rental Space cost: \$ \_\_\_\_\_ x Rental length of time: \_\_\_\_\_ = Rental Total \$ \_\_\_\_\_

(Required for all bookings) Refundable Cleanup Fee Deposit \$40 \_\_\_\_\_

Refundable Food Service Fee \$75 \_\_\_\_\_

Add-ons: Flyers: \$50 \_\_\_\_\_

Add-ons: Special Marketing : \$25 \_\_\_\_\_

Add-ons: PA Speaker: \$20 \_\_\_\_\_

Discounts Applied \$ \_\_\_\_\_

2.5% Credit Card Processing Fee \$ \_\_\_\_\_

**Total Due \$ \_\_\_\_\_**

Due By: \_\_\_\_\_

**Payment Method:**

\_\_\_ Cash \_\_\_ Check \_\_\_ Card \_\_\_ Venmo (Dena-Innes) \_\_\_ Zelle (801-759-8460) \_\_\_ Other

**If paying via Check:** Make Checks out to Sacred Spirit Gallery

**If paying via Venmo:** Venmo Tag name here \_\_\_\_\_

**If paying via Zelle:** Print your full name and phone number of your Zelle account  
Name: \_\_\_\_\_ Phone : \_\_\_\_\_

**If paying via Credit Card:** Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

EXP \_\_\_\_/\_\_\_\_ CVV \_\_\_\_\_ ZIP \_\_\_\_\_

(2.5% Credit card fee charges apply. Refunds can take 3-5 business days to process)

Signature of Renter X \_\_\_\_\_ Date: \_\_\_\_\_

Signature Sacred Spirit Staff X \_\_\_\_\_ Date: \_\_\_\_\_

**Contact the Event Manager at [Sacredspiritevents@gmail.com](mailto:Sacredspiritevents@gmail.com) or call/text 928-963-6283**