



## The Peoples Apothecary Space Rental

The Peoples Apothecary is an herbal tea and herbal products shop, which has established itself as a gathering place for information exchange, education and community building. The shop is also available as a space for teaching, group gatherings or any type of small event. Maximum occupancy depends on the type of event with a comfortable class size of 10-15 people. Classes can take place before or after shop hours which are: 11am-6pm, Tuesday-Saturday, depending on calendar and staffing availability. In our new space, classes can also happen during shop hours, depending on the type and style of class. We also now have a teaching kitchen.

All class communication must happen via email: [classes@thepeoplesapothecary.net](mailto:classes@thepeoplesapothecary.net) or phone: 541-728-2368. Social media is not an appropriate mode of communication for our classes/events. Thank you for understanding.

### Tiered Fee Schedule:

Tier I: Stand alone Rental - \$60/hr or \$90/1.5hr

Tier II: Deluxe Rental - \$125/1.5hr

### Tier I: Includes:

- Complimentary 30 min pre-class set-up and post-class breakdown. ie: set up of chairs, tables, and the arrangement of the space to best fit the classes' needs.
- Complimentary herbal tea for your attendees.
- Onsite staffing available for the duration of the class to support and troubleshoot any issues that may arise.
- Tables: 1 small folding adjustable table and 2 hip-height, sturdy tables as well as a teaching island with sink and stove access
- Seating, floor cushions, couch, bar stools
- Shop is available after class for the attendee's personal shopping experience.
- A prominent listing in our monthly events calendar that is posted in our shop and displayed in various strategic locations in and around the Bend community.
- Event/class listing on The Peoples Apothecary [online calendar](#) with a link to your ticketing platform
- No additional advertising
- No ticketing
- Teachers MUST PROMOTE THEIR OWN CLASS for it to be successful.

The Peoples Apothecary

P: 541-728-2368

<https://thepeoplesapothecary.net/>



**Tier II: Includes:**

- Complimentary 30 min pre-class set-up and post-class breakdown. ie: set up of chairs, tables, and the arrangement of the space to best fit the classes' needs.
- Complimentary herbal tea for your attendees.
- Onsite staffing available for the duration of the class to support and troubleshoot any issues that may arise.
- Tables: 1 small folding adjustable table and 2 hip-height, sturdy tables
- Seating, floor cushions, couch, bar stools.
- Shop is available after class for the attendee's personal shopping experience.
- A prominent listing in our monthly events calendar that is posted in our shop and displayed in various strategic locations in and around the Bend community.
- An event/class listing on The Peoples Apothecary [website](#) including description, bios, pictures and other marketing information.
- Event/class listing on The Peoples Apothecary [online calendar](#)
- Website ticketing platform allowing potential attendees to easily purchase tickets for the class. We will also be responsible for checking-in attendees the day of the event.
- Class Inquires and communication by participants ie: scheduling questions, concerns, cancellations and waitlists, will be fielded directly through The Peoples Apothecary staff.
- Email reminder to class participants one day before the event.
- The Peoples Apothecary will upload a marketing flyer of **your own design** on our social media platforms (Meta)

**Optional MARKETING PACKAGE:** \$35 per event (selling out is probable!)

- A listing in *The Source Weekly* (print and web)
- Facebook Event posted on The Peoples Apothecary's page specifically designed for your class or event.
- Professional full-page marketing flyer designed specifically for your class will be used for posts and stories on The Peoples Apothecary's social media (5000+ followers), and email blasts (1200+ audience).
- Professional full-page flyer will be made available in a PDF format for your own marketing use.
- Featured spot in our Newsletter with a link to your event page. (1200+ audience)
- A post on Bend Health Guide's MeetUp.com page

**Rental Fees:**

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All rental fees are due at time of class reservation via cash or check to The Peoples Apothecary, 1841 NE Division St, Suite 150, Bend, OR 97701. Payment will be what solidifies your reservation in our calendar and on our website, if you choose Tier II.

**Cancellation Policy:**

- If the event is canceled 1 month prior to the scheduled event, the renter will receive a 100% refund minus any credit card fees from already signed up attendees.
- If the event is canceled 2 weeks prior to the scheduled event, the renter will receive a 50% refund minus any credit card fees from already signed up attendees.
- If the event is canceled less than 2 weeks prior to the scheduled event, the renter will not receive a refund.

**Sliding Scale:**

In the spirit of taking care of all our community members, regardless of income, we will continue to offer partial or full scholarships for our classes for those who contact the shop out of need. If you are willing to split the difference with us, please let us know! It's not often that this option is utilized, but we are happy to help when it is.

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