



## Classroom Request

1. Classes are presented during store hours\*, and must conclude at least ½ hour prior to store closing. Presentations that continue beyond this time will be politely interrupted by our staff.
2. Ad listings for classes in our Newsletter are **FREE** (limit 100 words total for class description and teacher bio combined. Longer submissions will be edited at our discretion.) **Inclusion of personal contact info (including phone number, email address, website, etc.) requires \$30 ad upgrade.**
3. Room rental is 25% of total class revenue. FREE events will be billed at a rate of \$20 per hour, pre-paid on date of event. (\$30 deposit *per event date* required at time of submission for all proposed events.) **EXAMPLE:** A three-part class will require a \$90 deposit.
4. Students/participants will make payments for class fees to the store. Students may pay with cash, credit card. **Checks are not accepted.** At the conclusion of your class you will receive a company check for your share.
5. Deadlines for booking are (deposits are *non-refundable* after these dates):
  - January 15 (Spring edition, March, April, May)
  - April 15 (Summer edition, June, July, August)
  - July 15 (Autumn edition, September, October, November)
  - October 15 (Winter edition, December, January, February)

*The Mystic Dream's* intent is to provide an educational opportunity for our customers. The opinions expressed by individual teachers and presenters do not necessarily represent the views of *The Mystic Dream's* owners, management, or staff.

Please let us know prior to the event if you will be recommending books, music, or other products (such as tarot, pendulums, crystals, or other items) so that we may ensure that they are stocked. You must obtain special permission from *The Mystic Dream's* management if you intend to sell products or services not normally provided by the store.

*The Mystic Dream* reviews all class proposals for content and relevance to our goals and mission. We reserve the right to decline acceptance of any class proposal, for any or no reason.

We will make our decision within 10 days of submission deadline at which time rejected class proposals will have their deposits refunded.

Please complete the reverse side of this form, and submit along with any deposits and fees to the above address.

**\* Store Hours: 11am to 7pm every day**

# The Mystic Dream Class Proposal Form

*Please print form and bring to store or mail to our address. Do not send CC info over email.*

Teacher(s) Name(s):

Address (Street, City, State, Zip):

Phone (and Fax, if applicable):

Class Title:

Proposed Date(s)/Time. *Please propose your preferred date and time along with at least 2 alternate dates:*

Indicate if this is for a One-time event or a Series (*Circle one*)

Class Fee (Total Amount and /or Fee structure charged to students/clients):

Class Description (*Please print. Free listing limit 70 words\**):

Teacher(s) Bio(s) (*free listing limit 30 words, see restrictions reverse side\**):

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## Deposits and Fees \*\*

Credit Card Number (Visa/MC/Disc. *Only*):

Name on Card (*Please print*):

Expires: \_\_\_\_\_ / \_\_\_\_\_ Security Number (3 digit code on Back of card): \_\_\_\_\_

Billing Address (Include street number and/or PO Box number and Zip Code):

Deposit (\$30 per session date. For example: a class that meets 3 times requires a deposit of \$90) \$ \_\_\_\_\_

Ad Upgrade Fee, if applicable: (Allows use of personal contact info, plus additional 50 words) \_\_\_\_\_ +

TOTAL DUE *By signing below, I agree to pay this amount to be charged when schedule is finalized.* \$ \_\_\_\_\_

Signature: \$ \_\_\_\_\_

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\* Limit for free listings only. **Upgraded ads** may be purchased for an additional \$30 and may include personal contact info (such as email address, phone number, website, etc.) as well as an additional 30 words total for class description and/or teacher bio).

\*\* You will be charged when our schedule has been finalized and we are ready to go to print (see deadlines, reverse side). If you prefer to pay with a check, please make it payable to *The Mystic Dream* and submit it along with this form. If your class is not selected for inclusion in our schedule your check and/or this form will be destroyed. Checks returned unpaid are subject to a \$25 fee and will result in loss of listing and booking dates.