

# Rentals & Event Coordination Handbook

*Bee Together*



**Bee Together.**

EVENTS • DESIGN • RENTALS



## About Us

Our value foundation is based on connection. We build a relationship with our clients to understand them, their beginnings, and most importantly why they do what they do. With such an understanding, we can create event and partnership experiences that will deepen client connections and build the foundation for long-term relationships.

As experienced event planners, we hold ourselves to a high degree of quality and professionalism in all our service offerings because we know that a well-designed, planned, and executed event can have a positive impact on your organization and your event's attendees. In this handbook, you'll find information about our booking process, the rental items we offer, and the packages that we've specifically designed to help make your life easier.

Thank you for choosing Bee Together!

*Rebecca & Jocelyn*  
Co-Founders



# Start Here

Congratulations on securing The Creative Hive for your event! First thing's first - you're going to want to book a free 15-minute consultation with us to discuss your rental needs. Whether your event is big or small, it's important to chat with us to explain your vision and review your needs to help us determine what will work best for you.

[Please book your consultation call here](#)

## The Booking Process

- Once we've discussed your rental needs, a formal quote will be issued to you from [rentals@beetogether.ca](mailto:rentals@beetogether.ca) along with our rentals contract that MUST be filled out with the 50% deposit sent to and received by us before we can secure your reservation.
- You will review the quote, and either approve it or request changes, and sign and send back the rental contract.
- Once the quote is approved, we will issue you an invoice for your items. Invoices are to be paid one week prior to the day of use.
- On the day of use, we will set out your items or set up your items if requested at the time of booking.

## Packages

We offer a variety of packages to simplify the selection process. Please see our package offerings on the next page.

Please note that if you choose a package, final number of attendees is required 1-week prior to event day.



# Rental Packages

*Estimate \$8.50 per person to get your package total.*

## What's included:

- White resin folding chairs
- Your choice of either 8' rectangle or 60" round folding tables
- Black linens

*Set up and tear down of Bee Together rental items is an additional cost. If this is a service you require, please reach out for a quote.*

# Event Coordination Packages

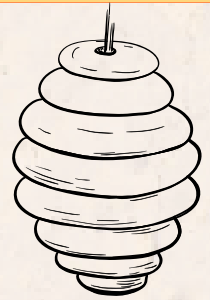
## What's included:

- Kick off meeting (up to 30 minutes) which will include:
  - update on current state of planning process to get the required event details.
- One Bee Together staff member on site for event (up to 5\* hours)
- On site to accept event deliveries on weekdays only between 9am-3pm (arrangements to be made in advance)
- Set up and tear down of Bee Together rental items in an agreed upon location (client to do final placement in their preferred location).

*\*If extra on site hours are required, please add \$100 per additional hour .*

## Pricing:

- Starting at \$895 for up to 75 guests
- Starting at \$995 for up to 124 guests
- Starting at \$1,095 for 125-175 guests
- Starting at \$1,195 for 176+ guests





# Event Planning

If you need someone to take a more hands-on approach to handle all the logistics of your event, we can take on the event planning for you! Book a Discovery Call using the link below to discuss your needs so that we can make your life easier.

[Book a Discovery Call Here.](#)

# More Rentals

If you're looking for more rental items like arches, pillars, lanterns, and more, [view our rental catalogue](#) on our website to make your selections.

## Get in Touch

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[www.beetogether.ca](http://www.beetogether.ca)

