

Date

Name

Address

Address

Dear Name,

Thank you for choosing Holistic Care Approach for your upcoming event, scheduled for **DATE & TIME**. We are pleased you chose us. We make every effort to assure guests are comfortable and events are successful.

OUTLINE OF ROLES OF EACH PARTY:

Holistic Care Approach:

- Has available: fifty chairs and five tables ranging in 5 to 8 foot lengths, an easel, dry erase board and markers. We also have two round tables.
- Has available: massage tables.
- Has available a large kitchen, with a stove and refrigerator, along with a full handicap accessible bathroom.
- A private rear entrance, outdoor patio and garden, and available parking in front.
- Conducts advertising for your event through our newsletter mailings, web site and flyers depending on timing of the event.
- Distributes marketing materials provided by guests, which may include brochures, flyers and posters.
- Television, VCR and DVD.

Guest Responsibilities:

- Set-up and Break Down: We will be happy to assist you with any set-up and break down needs, but we ask that a representative of your event be present to assist in this effort.
- Trash Removal: Please remove all trash and food items at the conclusion of your event. Holistic Care Approach provides the use of our trash container located at the front of the building.
- Guest Conduct: Guests must remain only in the designated rental area for classes and use the lower level private entrance. There may be times when clients are in the building for massage therapy and we ask that you keep this in mind with regard to noise level.
- Supply Biographical information and flyers on the event.
- Conducts advanced marketing that promotes the seminar.
- Processes all registrations and collects all fees.

Enclosed you will find two (2) copies of your rental agreement, please complete, **carefully checking all items you will need**, sign both copies and **return one** with your \$25.00 per event non-refundable deposit. Deposit is applied toward total fee. **Balance due day of the event**. Please make checks payable to Holistic Care Approach. You may keep the other copy for your own files.

If you have any questions please contact me by phone (616)361-9221, fax (616) 363-6679, or e-mail at barbm@holisticcareapproach.com

Again, we thank you for choosing Holistic Care Approach for your event and look forward to seeing you.

Sincerely,
Barb Meconis RN
Owner