



Warm Greetings,

Thanks for considering The StarHouse for your upcoming event! Below is a list of information others have found useful in considering whether or not The StarHouse is the right venue for their event.

- ❖ **COST TO RENT OUR FACILITY:** Because our rates vary by time and day, the rental cost parameters are listed below. Our rentals are based upon time “blocks” as opposed to hourly, some exceptions can be made on a case-by-case basis; however, weekends are not considered for this exception.

StarHouse Rental Options and Rates 2014

# of Attendees	Weekday	Weeknight	Weekend Day	Weekend Night
0-49	\$200	\$130	\$325	\$250
50-99		+ \$50 flat rate additional		
100-150 maximum		+ \$150 flat rate additional		

A daytime rental is from 8-5pm*. An evening rental is from 6-10pm.

* if your daytime event runs past 6pm, you will be charged an hourly rate of \$45/hour up to 2 hours (e.g. 8am-6:45pm including cleanup); beyond 2 hours you will be charged for the evening block as well (e.g. 8am – 8:30pm).

Weddings and Private Sacred Ceremonies

Attendance	Rates
0-50 people	\$200/hr
51-99 people	\$250/hr
100-150 people	\$340/hr

Two hour minimum rental period for weddings and private sacred ceremonies. See wedding information letter.

- ❖ **STARHOUSE FACILITIES & LIMITATIONS:** The StarHouse is located in a natural setting and we ask that all event sponsors, facilitators and attendees respect the sanctity of this mountain temple and surrounding grounds. Events hosted by The StarHouse include rituals, rites of passage, weddings, blessing ways, classes, workshops, spiritual music concerts, meditations, kirtans and the like. We ask that no food or beverages be brought into The StarHouse in conjunction with any event without specific permission. StarHouse/All Seasons Chalice does not condone the use of illegal substances on StarHouse property. Cell phone use is not permitted within the standing stones that surround The StarHouse. We also ask that the space be consistently respected as a temple for the entirety of your visit with us.

There are several private residences adjacent to The StarHouse property. We ask that the privacy of these homes be respected while you are visiting the property. If your event could generate a significant amount of trash (more than the basket in the vesica of The StarHouse) please come prepared to remove your trash when you leave. Drinking water is always provided inside The StarHouse, but if your event is large or spans several hours it would be appropriate to ask event attendees to bring their own close-capped water bottle for the day.

The StarHouse/ASC owns 67 folding chairs. If you would like to use more than 4 chairs for your event, there will be an additional set up and removal fee of \$50 applied to your contract. There is a 4'x2' folding table and 3 nested wicker tables available for your use in The StarHouse. Additionally 4 larger 6'x3' folding tables are available for a fee of \$5/table if requested. Included in your rental package are backjacks (approx 35) and cushions (approx 25). Your Keeper will assist you in placing backjacks and cushions where you like during event set up. There is also seating on the wooden benches surrounding StarHouse for approximately 30 people.

Finally, The StarHouse cannot host more than 150 people per event. Because we are legally bound to the 150 person limit, it is vitally important that your attendance numbers do not exceed the number permitted in your agreement. If you are interested in hosting more than 99 people but not to exceed 150, please contact the ASC office at 303-245-8452 to discuss this option. If exceedance seems likely during your event, we respectfully ask that you stop admission when the contracted person limit is reached.

- ❖ **KEEPERS FOR PUBLIC EVENTS:** For every StarHouse event there are **volunteer** Keepers who are trained to tend both the physical and energetic needs of the space as well as event facilitators and participants. For your records, Keepers attend events free of charge so do not include them in your tabulations for event proceeds. Depending on the size of the event 1-3 Keepers will be necessary. ASC's Keeper guidelines are as follows:

0-30 expected participants	1 Keeper
31-49 expected participants	2 Keepers
50-99 expected participants	3 Keepers

- ❖ **KEEPERS FOR PRIVATE EVENTS** (those not open to the public such as a wedding with personal guests): For every event at The StarHouse there are Keepers in attendance who are trained to care for both the physical and energetic needs of the space as well as event facilitators and participants. Keepers are mandatory for all events. For private events (not open to the public) All Keepers in attendance are paid a rate of \$15 per hour by the rental party at the end of the event. They are paid for the entire time they are on duty; typically 1 hour prior to the event and through completion of your tear down & clean up time. Depending on the size of the event 1-3 Keepers will be necessary. The guidelines are as follows:

0-40 expected participants	1 Keeper
41-99 expected participants	2 Keepers
100-150 expected participants	3 Keepers

- ❖ **PROMOTIONAL OFFERINGS:** Please send a short description of your public event to email address: ascpr@thestarhouse.org and a photo for posting on The StarHouse website www.TheStarHouse.org and Calendar. Remember to include start and end times, cost, contact information, and what to bring.
 - The StarHouse sends out an email event listing around the 1st of each month. Additions to this newsletter **must be received no later than the 27th of the previous month.** The Shooting Star lists events for the coming and subsequent month; thus most events are listed in two Shooting Star publications. Each newsletter is sent to approximately 1000 persons who are interested in attending our events.
 - If you wish, send fliers to the PO Box address below for placement in The StarHouse entranceway.

If you have local contacts that can help you with word of mouth and social network marketing...that makes a big difference in event attendance.

- ❖ **PAYMENT:** The StarHouse accepts checks payable to "ASC", cash, Paypal payments to ascpr@thestarhouse.org, and credit cards Visa and Mastercard as payment for rental of The StarHouse. Please note, 50% of the anticipated event fee is required to hold the date. The remainder is due the day of the event. A check can be mailed to our post office box address listed below. If you are paying by credit card please include the number, expiration date, name on the account and billing address with zip code. Your payment will be processed when received.

❖ CANCELLATION POLICY:

- a) Weather. In case an event must be cancelled on account of snow or other dangerous conditions, ASC agrees to waive all rental fees for that day only, except for a \$25 administration fee, which is non-refundable.
- b) Partner Cancellation. In the event Partner cancels an event, the cancellation policy is as follows: Up to three weeks before the event: ASC will refund 75% of the rental fee. From three weeks to one week before the event: ASC will refund 50% of the rental fee. From one week to 24 hours before the event: ASC will refund 25% of the rental fee. Within 24 hours of the event: No Refund.

If you have any questions, please do not hesitate to call me. I am in the office part time, usually mornings from 8-1pm, Monday-Friday.

Many Thanks,



Mary Lynn Neiman
Administrative Director