



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.

<b>Rental Options</b>	<b>Rate</b>	<b>Rental Period</b>
❖ Weekday	\$180	8-5pm*
❖ Weeknight	\$120	6-10pm
❖ Weekend Day	\$300	8-5pm*
❖ Weekend Night	\$250	6-10pm

For hosting more than 100 people but not to exceed 150, the following rates apply:

- ❖ 100-124 people                 \$100 flat rate additional
- ❖ 125-150 people                \$150 flat rate additional

\* 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 - 7:30pm). If you contract for more than 3 events per year (Jan-Dec), the 4<sup>th</sup> event and beyond receives a discounted rate of approximately 20%. Please call us for details.

**Private Sacred Ceremonies– such as weddings, Bar/Bat Mitzah, etc.**

<b>Attendance</b>	<b>Rates</b>
0-50 people	\$180/hr
50-100 people	\$210/hr
100-150 people	\$260/hr

Weekday discounts for private sacred ceremonies Monday-Thursday.

- ❖ **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. 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.

We own 68 folding chairs. If you would like to use more than 8 chairs for your event, there will be an additional set up and removal fee of \$50 applied to your contract. Tables are included in this set up fee if requested. Please let us know if you are interested in this option. 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.

Finally, The StarHouse cannot host more than 150 people on any given day, this number is managed each day by our office as we book events and anticipated attendance. 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. If reservations exceed 30, we need one additional Keeper. You are welcome to be personally trained as a Keeper. ASC's Keeper guidelines are as follows:

0-20 expected participants	1 Keeper
21-49 expected participants	2 Keeper
50-99 expected participants	3 Keepers

- ❖ **KEEPERS FOR PRIVATE (NON PUBLIC) EVENTS:** For every event at The StarHouse there are volunteer 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:

0-30 expected participants	1 Keeper
31-79 expected participants	2 Keepers
80-150 expected participants	3 Keepers

- ❖ **PROMOTION OFFERINGS:**

- The StarHouse sends out its Shooting Star email newsletter 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 details information 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 and is thus a very effective advertising medium for your event. If you are hosting a public event and would like to advertise in The Shooting Star, please provide, with the return of your signed contract, a paragraph specifying the details of your event, which can be included in our publication.
- Your event will be listed on The StarHouse website home page, [www.TheStarHouse.org](http://www.TheStarHouse.org)
- Your event information will also be listed in The StarHouse Calendar accessible through The StarHouse website, [www.TheStarHouse.org](http://www.TheStarHouse.org)
- The StarHouse Facebook page will post your event and welcomes an image (JPEG format) to include with your event description. Please forward image files to [rajni1love@gmail.com](mailto:rajni1love@gmail.com).
- Please send some fliers to our PO Box address so we can begin posting them in The StarHouse entranceway right away.

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

❖ **PAYMENT:** We accept MasterCard, Visa, Discover, checks and cash 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 above. If you are paying by credit card (and it has not already been given to us), please include the number, expiration date, name on the account and billing address with your signed contract; your payments 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