

The **GODDESS TEMPLE** of Orange County

Booking Reservation Form

mail checks to:

*The GODDESS TEMPLE of Orange County
17905 Sky Park Circle, Suite A, Irvine, CA 92614*

* Please note small price increases for Saturday bookings and full Temple bookings as of July 1, 32,006.

FOR THE CALENDAR LISTING:

EVENT NAME (name you wish to appear on Temple Calendar):

EVENT TYPE (workshop, class, seminar, lecture, ritual, dance, performance, etc.):

circle one: PRIVATE or PUBLIC EVENT

circle one: WOMEN ONLY or MEN WELCOME:

DATE and TIME (the starting and ending times of your event):

COST (the cost to the public to attend): _____ and any additional important information about cost or signing up, such as “pay at the door” or “advance reservations required” _____

ROOM (Sanctuary, Cleopatra’s Library, Oshun’s Lounge):

DESCRIPTION of EVENT (description of the event as you would like it to appear on Temple Calendar): _____

ABOUT The PRESENTER (biographical information about the organizer(s)/presenter(s) you wish to appear on Temple Calendar -- optional):

CONTACT INFORMATION (information about who to contact that you would like to appear on your listing): _____

PAYMENT

Your reservation is not confirmed or guaranteed until The TEMPLE has received your full payment.

PAYMENT SENT: I have forwarded \$_____ to *The TEMPLE* to hold my space; make check payable to The GODDESS TEMPLE of Orange County. I understand that my deposit is 100% refundable up to three months before my event; after that, non-refundable, although in case of postponement, 50% of deposit can be applied to next scheduled event, if rescheduled date falls within three weeks from the originally scheduled date.

MARKETING

ANNOUNCEMENT FLYERS: I confirm that I have sent a supply of flyers to *The TEMPLE* to be placed in a lucite holder on the Announcement wall. I understand that it is my responsibility to keep holder supplied. (please initial here) _____

TEMPLE MARKETING: FREE. Upon receipt of deposit, I understand *The TEMPLE* will 1) place my listing on its printed calendar, 2) send an e-announcement noting my event to its list on the first of the month, 3) send an e-announcement approximately one week prior to my event, and 4) note my event on **The TEMPLE** website at the next updating (updated once a month).

INDIVIDUAL ANNOUNCEMENT: \$35. I wish an individual announcement of my event to be prepared and sent to the entire Temple list six weeks in advance of my event. I have sent \$35 to cover the costs of this individual announcement. (please initial here) _____

TEMPLE CREATED FLYER: \$100. I would like *The TEMPLE* to create a color flyer for me and provide 100 color copies in my lucite holder. I have forwarded \$100 for this service and understand that it will be produced for me within one week of receipt of funds and information/graphics. (please initial here) _____

EVENT ARRANGEMENTS

SET UP TIME: I understand *The TEMPLE* will open one hour before my event to allow me to set up. If I need more time, I understand there may be additional charges. I need _____ hours to set up for my event.

AMENITIES: Microphone; boom stand; music system; CD's and tapes; musical instruments; projection screen; Kodak slide projector/carousel; television/DVD/VHS tape player; 25 floor pillows

Of the above free amenities, I will need : _____

ALTAR: I understand I can create my own altar or *The TEMPLE* can create one for me. I wish an altar created for me using _____ colors and _____ theme.

CLEAN-UP: I understand that I am responsible for clean-up and return of the booked room to the condition in which it was given, with the exception of wastebaskets and vacuuming. I understand that I am responsible for moving chairs to suit my event needs, and for returning them to the original configuration before I depart.

LIABILITY

In making this reservation, I agree to hold *The TEMPLE* not liable in any way for theft, damage or harm to any belongings or persons associated with my event. I agree that I will be responsible for repair of any significant damage that occurs to Temple property as a result of my event.

Signed: _____

PRINT NAME : _____

DATE : _____

ADDITIONAL INFORMATION to HELP YOU PLAN

Below is information that may be helpful to you in making your reservation at *The TEMPLE*. Please contact us at 949/651-0564 if you have any questions.

Thank you for your interest in booking *The GODDESS TEMPLE of Orange County*, a Sacred Feminine Space for women to teach, to learn, and to hold spiritual authority. Every effort will be made to make your event joyous, delightful and rewarding. To request a reservation, please return by e-mail the information below. Deposit checks should be made payable to *The GODDESS TEMPLE of Orange County*, and mailed to the address above.

TEMPLE MARKETING for WOMEN

Your date is confirmed when payment has been received. Upon receipt of your check/cash:

- 1) *Your event will be listed on printed Temple Calendar posted on Announcement Wall*
- 2) *Your announcement flyers, if you provide them, will be placed in your own lucite holder on Announcement Wall for distribution to all guests of Temple from the date received through the date of your event*
- 3) *Your event will be listed on the Temple E-Calendar e-mailed to our list the first of every month*
- 4) *Your event will be listed on our website calendar at the next updating; the website is updated once a month*

Events Led by Men

Please note: *The TEMPLE* warmly welcomes events led by men, however, because *The TEMPLE* is a space for women's spiritual authority, men-led events are not listed on our public calendar or noted on e-announcements/website.

ROOM COSTS

- 1) Cleopatra's Library (holds six to eight) \$60 for 4 hours
- 2) Oshun's Lounge (holds twelve to fifteen) \$70 for 4 hours
- 3) The Main Sanctuary (holds 100)

WEEKDAYS: (under 50 attendees)

Half-Day: \$75 (4 hour minimum, between 8 am -12 pm, or 1 pm – 5 pm)

Full Day: \$150 (8 hours minimum, between 9 am - 5 pm)

Mid-day: \$100 (4 hours, between 10 am – 2pm or 11 am – 3 pm)

Evenings: Monday through Thursday: \$75 (from 6 – 10 pm)

FRIDAY EVENING: \$100 (4 hours, from 6 -10 pm)

SATURDAY DAYTIME:

Half-day: \$125 (4 hour minimum, between 8 am-12 pm, or 1 pm – 5pm)

Full day: \$250 (8 hours minimum, between 9 am - 5 pm)

Mid-day: \$175 (4 hours, between 10 am – 2pm or 11 am-3 pm)

SATURDAY EVENING: \$135 (from 6 pm – 10pm)

SUNDAY AFTERNOON (**women-only events**): \$75 (2 pm – 6 pm)

SUNDAY EVENING \$75 (6 pm – 10 pm)

4) **TO BOOK THE ENTIRE TEMPLE (all spaces)**

\$250 (4 hours, 8 to 12 pm or 1 to 5 pm)

\$275 (4 hours, mid-day, 10 am - 2 pm or 11 - 3 pm)

\$350 for full day (8 hours, 9 am - 5 pm)

5) **LARGER GROUPS:** Please note: all above prices are for 50 attendees or under.

- For 51 to 75 attendees, add \$50
- For 76 to 100 attendees, add \$75
- For 101 and over attendees add \$100 to all above prices

Any additional amount due is paid at the conclusion of your event before your departure by cash or check.

EVENTS RUNNING OVER: All events must conclude at the time agreed upon. All events have fifteen minutes grace; after that, for every half hour that your event runs over the agreed-upon time, there will be an additional \$30 charge payable at the conclusion of your event by cash or check.

Please note: The start and end time of your booking includes your set-up period before the official start of your event and your clean-up time following the close of your event.

ONGOING EVENTS: for regularly scheduled bookings recurring on the same day every month, each booking must be paid eight weeks in advance to hold the regular evening.

If you have special needs not addressed by the above, let us know ... we want to work with you!

DATE(S)/TIME(S) REQUESTED Feel free to call the Director at 949/651-0564 to see if your preferred dates are available now. We will hold your date reserved by phone for three days pending receipt of your deposit check. Provide an alternate second choice date in case your first choice is not available. (If check is not received within three days, the date becomes available to the public again without notice to you.)

E-MAIL or PHONE NOW

Please e-mail this information now to the Temple at info@goddesstempleoforangecounty.com, or call us at 949/651-0564.

Temple Administration will check the calendar and get back to you as soon as possible.

YOUR ANNOUNCEMENTS/FLYERS

If your event is public and you wish the Temple to assist in the marketing of your woman-led event, we recommend that you provide 100 flyers to start; check back occasionally to see if more are needed. The Temple is not responsible for keeping your lucite holder of announcements stocked and may or may not phone you to let you know it is empty. Please call the Temple regularly to ask if flyer holder needs restocking.

The GODDESS TEMPLE offers the space, but is not responsible for the event, and does not sponsor the event. You are sponsoring your event "held at **The GODDESS TEMPLE**" and this is how it should read on your flyers or promotional material. Please also note on your announcement "women only" or "men welcome." Mail your flyers to us or drop them by in person. If the Temple is closed, please place them through the mail slot.

FEES and REFUNDS

The flat fee to book the Temple is as stated above for each space. The full fee must be paid in advance for the room to be booked. **Calling and reserving by phone holds your date for three days only, pending receipt of your deposit check.** After three days, the date becomes available to the public again without notice to you. Deposit of the minimum amount is due at booking, with any additional fees at conclusion payable to the attending priestess before your departure. You are responsible for all financial arrangements with your attendees, both in signing up for your event and the day of your event at the door. The Temple is not responsible for taking in money from attendees on your behalf for your event.

Your deposit is 100% refundable up to three months before your event; after that, non-refundable, although in case of a date postponement, 50% of your deposit can be applied to your next scheduled event, if your rescheduled date falls within three weeks from the originally scheduled date.

ATTENDING PRIESTESS & DIANA'S DAUGHTERS

Attending Priestess

The Attending Priestess is on hand to open the Temple for your event, stays for the duration, and closes after your event is over. Her duties include answering questions about the sound system and room set-up, helping you with temperature control, providing drinking water and information about the Temple, and accepting payments to the Temple. Her duties do not include moving chairs to set up for your event, although she may very well assist with this, her personal time and energy permitting. **It is the booker's responsibility to move chairs to their desired configuration and to return them to their original configuration (a floor plan is provided to make this easier).** An Attending Priestess is always on hand for every event.

Diana's Daughters

"Diana's Daughters" are the Temple's special event personnel, trained in fire safety, emergency evacuation, CPR and first aid. For larger events, a Diana's Daughter will be present, in addition to the Attending Priestess. Her duties are to either remain in the room, or enter quietly from time to time to check on Temple safety, and respond to physical emergencies if needed. In an emergency, look to your Diana's Daughter for all help. She is completely in charge of the physical safety of occupants of the Temple and the security of the building itself, even ahead of the Attending Priestess. Her duties do not include moving chairs or any of the duties of the Attending Priestess above, although she may, energy and time permitting, assist at her discretion. The Temple reserves the right to have one Diana's Daughter present and in attendance for every twenty guests.

Most Attending Priestesses are also Diana's Daughters and trained as such. This is a service that the Temple provided to you as part of your booking. Please let us know if you have any questions about the Attending Priestess or the Diana's Daughter.

MEN and CHILDREN

If men are present at your event held in the Sanctuary the four directional altars will be screened and the Grotto will be closed. The main altar and center altar in the Sanctuary are available to both women and men, as are the altars in all other rooms.

We welcome children at the Temple! We believe it is so important that children learn at an early age how to honor The Sacred Feminine. If you have children present at your event, please closely supervise them. They must be by your side during your entire visit to the Temple. If giving a class or attending a class, **the child must remain with you and can never be left alone unattended** in another part of the Temple. The Temple is a veritable treasure trove of what looks to children like toys, but are sacred objects to the women who work and worship there. Please be sure that children do not play with any of the altar objects, sacred drums, brooms, et cetera. Female children only may enter the Grotto accompanied by a female adult, never alone. Men and boys are not permitted in the Grotto at any time.

TEMPLE NOT LIABLE

The Temple is a public building from which many come and go. In making this reservation, you agree that the Temple will not be held liable for any lost or stolen personal items of yours or of your attendees. Please keep your valuables under your direct supervision at all times.

SET UP and BREAK DOWN

Your Attending Priestess will be on site to have the Temple open one hour prior to the time of your event start unless you request otherwise. If you think you will need more than one hour for set up, please let us know.

For those booking the Sanctuary, this room is set up with 81 chairs at the time of this writing. A total of 100 chairs are available to you. **It is the responsibility of the booker to move the chairs to the desired configuration for their event and to return them to the original configuration at the close of the event. You are responsible for setting up and breaking down the room as you wish it;** your Attending Priestess remains on site to answer questions and assist with microphone set-up and other such Temple amenities provided free of charge.

You are responsible for the clean-up of any food/beverage you serve either in the Sanctuary or in the Dining Room; Temple personnel will empty wastebaskets and vacuum after your clean-up. We expect normal wear and tear, but any significant permanent damage to carpets, drapes or furniture will be your responsibility ... and we affirm that all is safe and secure, in good condition and operating perfectly for your event. Please note: unfortunately, our property managers do not permit canopies, umbrellas, tents and furniture outside on the lawn or behind in the parking lot as part of your event.

We very much look forward to your time at the Temple! Do respond and let us know if this agrees with your understanding ... please do send your information requested above and let us know what else you will need so we can have all ready for you on your date.

Blessed be!

The GODDESS TEMPLE of Orange County

17905 Sky Park Circle, Suite A, Irvine, CA 92614

Toll Free Information: 1-877-N-TEMPLE

www.goddesstempleoforangecounty.com

e-mail: info@goddesstempleoforangecounty.com

Director: 949/651-0564

mobile 714/392-0558

Directions: From the 405 freeway, exit MacArthur near John Wayne Airport in Irvine. North (inland) on MacArthur two streets to Sky Park East. Left on Sky Park East one street to Sky Park Circle. Right on Sky Park Circle about two blocks to building 17905. Temple at end of building. Abundant free parking all around.