

Hosting a Rainbow Blossom Event

Suggestions, Guidelines, & Policies

Effective August 1st, 2022



We have spaces available for your event needs! Use our gorgeous demo kitchen located in our Wellness Center that functions as a great location for any cooking or wellness classes. We also have a community room above our Highlands location that would function well as a space for fitness classes or classes that do not require kitchen use.

- The class can be any topic as long as it relates to wellness and Rainbow Blossom's mission of being a resource for improving the quality of life for people in our community.
- Because these events are promoted through Rainbow Blossom, the cohost is not permitted to promote or refer people to competing stores including, but not limited to, Whole Foods, Kroger, Trader Joes, etc during the event. Additionally, promoting products or brands that are in direct competition with products we carry in our stores (i.e. you may host a class on the uses of essential oils but not promote or sell doTerra or Young Living essential oils).

Scheduling

- All requests must be submitted via the Rainbow Blossom website by the 1st of the month prior to your event (e.g. January 1 for February event)
- Non-revenue generating events will be scheduled and confirmed six weeks prior to the event. Any date outside of the six-week block is subject to cancellation/rescheduling.
- All scheduled events must be complete 1 hour prior to store closing.

Fees

- If your event is free, there is no charge. If your event is fee-based or donation-based, Rainbow Blossom charges 25% of the total collected OR \$50/hour, whichever is less.
- If registration is required for your event, it will be handled by you, the instructor.
- All payments for the class go directly to the instructor. The instructor then pays the above fee at the Customer Service desk before leaving.

Promoting Your Event

- ***Public events*** are advertised on our website, and social media. The work we do to promote the events does not guarantee a good turn-out. We highly recommend promoting your event just as much (or more) than we do on your networks.
- ***Private events*** are not advertised. Instructors handle their own advertising.

General Notes

- Please notify us immediately if you need to cancel your event due to an emergency. If no one registers for an event, we ask that you wait until 48 hours before the event to cancel.
- Free public Wi-fi is available in all five of our markets.
- Rainbow Blossom can provide a screen and a projector with a minimum of 48 hours notice.
- Please check-in with staff at the Customer Service Desk when you arrive for your event.

- Because we are promoting health and wellness, we ask that you only bring healthy food to your event.
- Setup and breakdown of the event space is the event host's responsibility and staff is not available to help.

Education Kitchen at the Wellness Center

- It is *highly encouraged* you visit the space before booking.
- Please leave the kitchen exactly as you found it. Cleaning supplies are provided.
- Kitchen capacity is 8 people seated at the counter bar stools and approximately 20 stackable chairs for viewing.
- The kitchen is equipped with plates, utensils, cups/mugs, a VitaMix, pots, pans, refrigerator, cooktop, sink, etc.
- The stovetop is an induction cooktop, if you bring your own cookware to use, make sure it's compatible.

Highlands/Gardiner Lane Community Room

- The capacity of the room is 50 people seated and approximately 30-35 people on yoga mats.
- Please note that this room is located on the 2nd floor and is not handicapped accessible.
- Please do not attach anything to the walls with tape, tacking, or otherwise.
- The room has a counter and a small sink. Feel free to bring a coffeemaker or electric tea kettle and other supplies.
- There are six 6' tables and one 8' table, and approximately 40 folding chairs. Please arrive early for set up.
- Please be courteous and leave the room clean and tidy – this includes cleaning any sticky surfaces, vacuuming, and/or throwing away any trash. *Failure to leave the room clean may result in denied hosting privileges thereafter at the discretion of Rainbow Blossom staff.*

**Please contact Raegan Stremel for any event-related questions.
502-498-2468 or Raegan.Stremel@RainbowBlossom.com**