



Womenspace key goals are to provide a space:

Of beauty, earthiness and sacredness for women
Where hospitality, respect and friendship are given and shared by all
To share our search and support for one another as we deepen our relationship
with the sacred
To facilitate social action and lead to the empowerment of women

***With these goals in mind, Womenspace provides space which
may be used by women who wish to share their gifts with others.***

In booking a space for use at Womenspace, you are accepting the following:

- I understand that Womenspace is a women-only space
- I will respect the goals of Womenspace in all activities I undertake.
- Womenspace is not responsible for the process or content of any activities I facilitate at Womenspace.
- I am responsible for my own professional indemnity insurance.
- Womenspace is a no smoking environment.
- **Conditions relating to cancellation:**
 - Your deposit is non-refundable
 - **The room hire fee will be charged if a cancellation is made less than 14 days before the event. To avoid paying the room hire fee, any cancellation needs to be made more than 14 days before the booked date.**
- I will pay any fees for inclusion of my activity in the Womenspace newsletter within 30 days of the invoice date.
- I will pay any rental charges within 30 days of the first day of my activity.
- If my activity includes refreshments I will provide my own tea, coffee, sugar, milk etc.
- I will leave the room/s clean and tidy, dishes washed and put away etc.
- I will take good care of the property, ensuring it is not misused and in the event of any damage or breakages happening, I will report this to the Womenspace office.
- **I will arrange to collect a key the day before my activity and return key/s through the letter box flap in the front door of the shop.** (Please phone to arrange if the time of collection will be outside normal operating hours.)
- I understand that Womenspace may wish to ask participants and facilitators to complete a brief evaluation sheet.

***We wish you well with your activity and
thank you for empowering and inspiring women.***