

# Space Usage

*The Noir Bookshop  
Terms and Conditions*

## OVERVIEW & PURPOSE

Thank you for your interest in using The Noir Bookshop as a location to host your event/idea. We are more than happy to host the community in our space, as well as provide opportunities that align with our mission and vision. Please read this entire document before reaching out to book a specific date within our space. Any additional questions, please email [thenoirbookshop@gmail.com](mailto:thenoirbookshop@gmail.com).

## The Noir Bookshop's Vision and Mission

TNB was founded on 3 principles: education, inspiration and community. While we welcome visitors to use our space, the event must align with TNB's vision. ***The following are not allowed within the space at this time: concerts/live music, evening parties/receptions, vending of products that do not align with TNB.*** It is the discretion of TNB to accept or prohibit events/ideas within the store's space.

## Cost and Time Allowance

- Maximum of 4 hours, minimum 1 hr
- Non-refundable deposit of \$75 (goes toward overall cost) due at booking
- \$50/hour thereafter
- Last minute (within 2 weeks notice) **\$100** deposit due at booking
- Private event during weekend business hours, **inquire**

## Marketing and Promotion

It is your responsibility to promote your event on social channels. TNB will make 1 social

post on its feed in the days leading to your event, and will also post on its Instagram story. Your event will be as successful as you make it!

## Scheduling

- TNB may be booked on days the store is not open to the public
- On business days, you may book to use the space, however the store will remain open to the public.
- If you'd like to book TNB during business hours for a private event, please email us at [\*thenoirbookshop@gmail.com\*](mailto:thenoirbookshop@gmail.com).

## Accommodations

We are here to provide the space for our friends/family in the community. ***TNB is not responsible for providing materials/tools needed to pull off your event. Please bring everything you may need (cords, wires, table for displays, etc).*** Additionally, we are open to moving furniture and merchandise around in the store to accommodate your event's needs, but we will not make any cosmetic changes to the space or remove items true to TNB's branding.

If you'd like to bring in additional adornments, decorations and props, please reach out at [\*thenoirbookshop@gmail.com\*](mailto:thenoirbookshop@gmail.com).

## Next Steps

Email [thenoirbookshop@gmail.com](mailto:thenoirbookshop@gmail.com) with date, time, and an invoice will be sent to you with payment information. Thank you!