

Event Booking
Steel Goat Marketplace
/
Today's Date

Contact Details:

Contact Name	
Phone #:	
Email	

Event Details:

Event Name:	
Date of Event:	
Start Time:	
End Time:	
Maximum # of attendees?	
Will this be weekly or monthly?	

Event Description (what is your event about; why should someone attend your event; what will they learn or take away from your event)

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Host Bio (what do you want your attendees to know about you; what accomplishments are you most proud of)(not required for private events)

Rent and Additional Services:

Service:		Price
Room Rent \$___/Hour	_____ # of Hours	(See Table Guide)
Event on Website Calendar (included with rent)	Must provide the appropriate information	Included with Rent
Room Setup*	See Details Appendix A	Included with Rent
Attendee Registration/Ticket Handling	Website ticket registration/handling	17% of Sale
Marketing (must supply pictures, class description, bio etc)	Photo Slide/Video Reel information for Event	25\$
Vendor Amenities	Information Attached for Centerpiece Arrangements, Cookie Trays, Decorations and more. See Appendix B	Pricing set by individual vendors
Room Cleanup	See Details Below**	

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Service Descriptions:

Rental Fee:

Cost of renting the Goat House varies depending on the day/time of week (see *table below for pricing guide*) Pricing includes 30 minutes before and 30 minutes after your event for setup and cleanup. Rental of the Goat House will include a listing on the SGM Event Calendar at steelgoatmarket.com/events. Your event will be visible to all who visit the Steel Goat site.

- You are encouraged to advertise your event on other venues also.
- If you need more time than the 30 mins for decorating and cleaning up before and after your scheduled time consider adding an extra hour to your rental fee. If you show up early or the event extends over the scheduled conclusion time, an additional hour will be charged to the final payment

Day	Before 4PM	✓	After 4PM	✓
Tuesday	\$10/hr		\$15/hr	
Wednesday	\$10/hr		\$15/hr	
Thursday	\$10/hr		\$15/hr	
Friday	\$10/hr		\$20/hr	
Saturday	\$15/hr		\$20/hr	
Sunday	\$15/hr		\$15/hr	

Attendee Registration/Ticket Handling:

Registration can be handled in one of two ways:

- You can manage the registration yourself with the suggested use of a program such as Cashapp, Venmo, Square or a link directing the registrant to a site for payment.
- If you prefer, we can handle the attendee registration, **add on service**, on the SGM website. We will set up a ticket option on the event page and will accept payments through the store. There will be the usual 17% deducted from the payment.
- Please indicate which option you will be using for registration:

_____ I will handle registration, using _____ (have information ready to direct customers to)

_____ I would like SGM to handle registration

_____ Private Party (No Registration Required)

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Marketing your event:

The key to a successful event is advertising and promoting! You want to inform as many people as possible about your event. You want a social media presence that highlights your workshop or class and informs your attendees of who you are and why they should line up to take your class.

If you are not a social media creator or just do not have the time, we can help. As an **add on service** We can create a still picture video reel ad, which can then be shared on Facebook, Instagram, Tiktok accounts.

To make this happen we will need;

1. A picture of you
2. Your bio which should include accomplishments, accolades and whatever you would like to share
3. A picture and description that represents the class/workshop
4. Note: we can use the above Bio and Description unless you prefer something different
5. Allow up to 48 Hours (two days) after signing a contract for your advertisements.

- Please indicate which option you will be using for marketing:

_____ I will handle marketing

_____ I would like SGM to handle marketing as above

_____ This is a private event, marketing is not required.

Room Setup*: (Refer to Appendix A - Room Setup)

Prior to your arrival, we will set up the room layout per your request (tables, chairs, etc.).

Decorating is your responsibility (including table covers, etc.).

- Classroom (tables and chairs all facing the front)
- U-Shaped (tables with chairs in a U facing the front)
- Theatre (no tables, chairs only)
- Boardroom style (one table with chairs all around)
- Cabaret (round tables with chairs facing the front)
- Split room (theater style on one side, tables on the other side)
- Empty (preferable for yoga, dance, and exercise type of events)

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Room Clean Up

After your event, the room should be cleaned up. Remove any items which were brought in for the event and bag up any trash. The room should be left in the same condition as it was prior to the event. We will tear down the setup. An additional fee of between \$50-200 will be added if the room requires the SGM staff cleaning.

Additional Room Info:

You will have guaranteed access to the room 30 Mins before your scheduled event and 30 mins after the scheduled event. If you need more time allotted for setup/cleanup consider adding an additional hour to your overall room rental. If you show up early or the event extends over the scheduled conclusion time, an additional hour will be charged to the final payment

_____ no extra time needed

_____ 1 hour before/after clean up (an additional hour of rent will be added to your overall fee)

Room Capacity - The maximum capacity of attendees will depend on the type of event and setup. Certain events/setups may allow for a larger attendance.

Additional Information:	
Will you need access to Electrical Outlets?	
Will you be using audio/visual equipment?	
Will you be providing food service of any kind? (additional fees may apply)	

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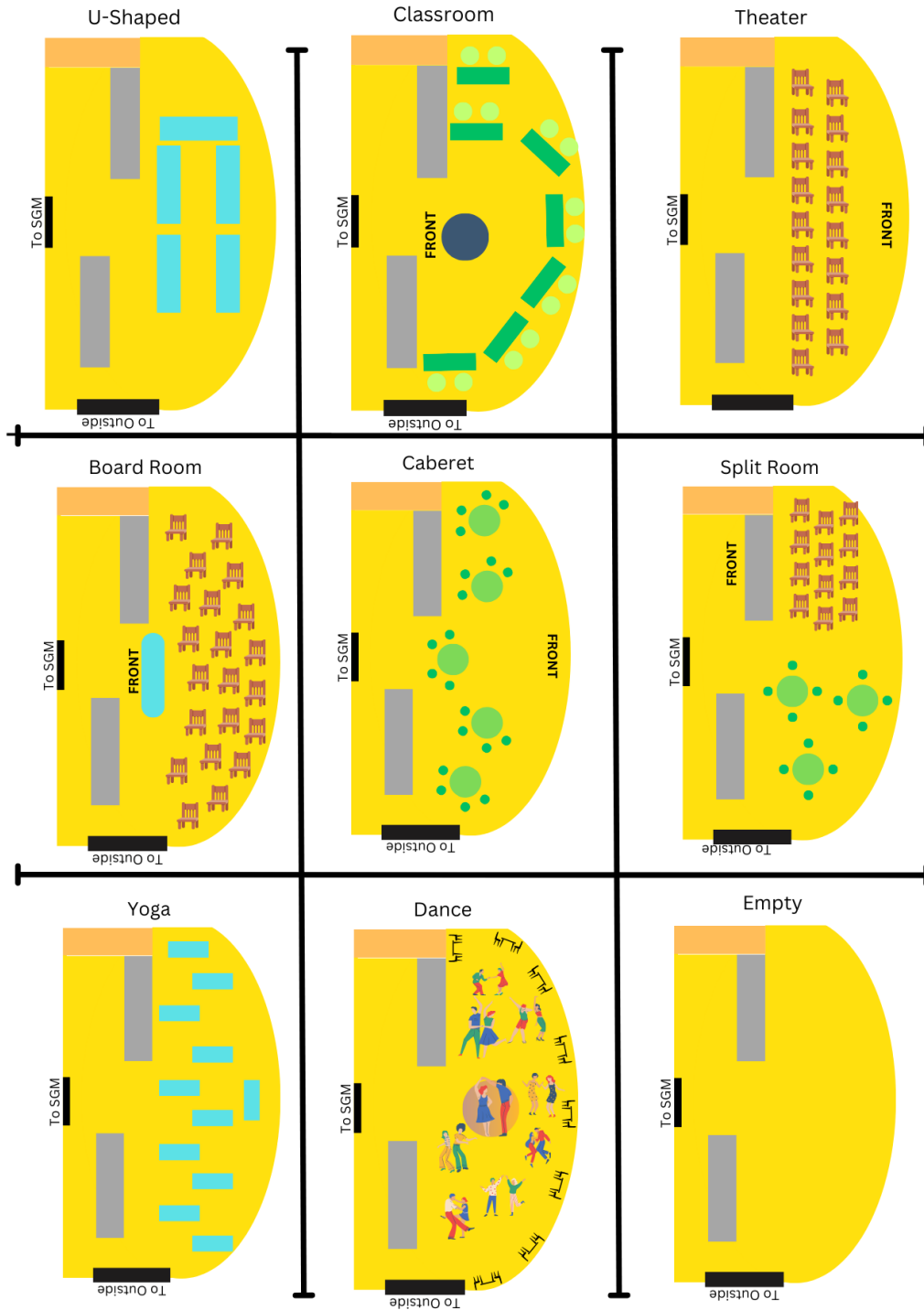
Cancellations:

- **By Client:** The Client may cancel the agreement at any time. If the Client cancels up to 30 days prior to the Event Date, the Client will be entitled to a full refund. If the Client cancels 14 days prior to the Event Date, the Client will be entitled to a fifty percent (50%) refund. If the Client cancels less than 2 days prior to the Event Date, the client will not be entitled to a refund.
- **By SGM:** Steel Goat Marketplace may cancel this Agreement at any time. If SGM cancels, SGM shall refund all monies previously paid by the Client with exception of any non-refundable deposits, which shall be agreed upon by the Client.

Any questions or issues should be addressed with Casper Thompson at 724-541-8307.

Please note that submitting this form does not guarantee your event. Only once (1) a contract has been created and signed, (2) the Room Rent payment and any additional services payment are received will the room be reserved and (3) a credit card number is provided for any extra charges that may occur.

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Event Planning Agreement

Vendor Amenities: Looking to make your event memorable? Get in contact with our Vendors for unique party favors, decorations, craft services and more! Please note services or amenities provided by a vendor are not covered under the SGM Contract. We are just providing options.

Party Favors

Vendor	Amenity	Contact Info
P Square Scents	Candles, Bath bombs and more!	4124276053 psquarescents@outlook.com
Una Biologicals	Lotions, soaps teas etc	412-208-9711 724-272-5910 (Dana) dlombardo@unabiologicals.com
Plum Creek Candles	Soy Candles & Diffusers	412-646-4269 412-298-8414 dpbst124@gmail.com
Lelia Natural Care	Soaps, Balms, Lotions and more!	4124527311 Allnaturalcare4@gmail.com
Sylvester Woodwork/Engraving	Trinkets, ornaments, keychains, etc	724-882-4986 wmcssylvester@gmail.com
Trees To Home	Ornaments, keychains, etc	724-261-6209 Bill@treestohome.com
Absolutely Aria	Kids jewelry, hair accessories and more!	412-482-7904 absolutelyariallc@gmail.com
Sweet Inspirations	Gourmet Sweets	412-374-7116 412-849-8161 rgalloway2@verizon.net
Paper Trail Art	Stickers, Coasters, Key Chains More!	412-370-0650 dppettryk@yahoo.com
Cas' Creations	Goat Milk Soap, Mugs	kazmanw@verizon.net
Sin Bin Kreations	Custom Wine/Beer Glasses,	412-527-3357

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Vendor	Amenity	Contact Info
P Square Scents	Candles, Bath bombs and more!	4124276053 psquarescents@outlook.com
	Broken Hockey Stick Kitchen Tools,	ljunc23@gmail.com
J & P Gourmet Brew	Gourmet Coffee Flavors	pat@jandpgourmetbrew.coffee
SongBird Artistry	Stickers, Magnets, Key Chains	412-427-2318 songbirdartistry@gmail.com
Aj's Twisted Treasures	Crystal Intention Bags, Zodiac Bags and Mixed Grab Bags	412-523-1535 ajstwisted@gmail.com
Grace of Glam	Bows, Headbands, and Scrunchies	815-325-5747 graceofglam@gmail.com
The Sapphire Sun	Fairy Wing Hair Clips, Hair Sticks and more	4124520058 sapphiresunshoppe@gmail.com
Perfect Imperfections	Indoor plants, fairy garden plants and Airplants	919-308-8504 dalene.stangl@outlook.com
Yinz Lids	Shot Glasses, Flasks, Yinz Decor	yinzlids@gmail.com
Totally Lovely Crafts	3D Prints	412-901-1501 totallylovelykrafts@gmail.com
Chic & Shabby Concepts	Sola Wood Flowers	chicandshabbyconcepts@gmail.com
SongBird Artistry	Stickers, Magnets and Keychains	412-427-2318 songbirdartistry@gmail.com
Fussy Cut Papery	Paper Wax Seal Kits, Stickers and more	412-310-4899 fussycutspapery@gmail.com

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Invitations/Thankyou cards

Vendor	Amenity	Contact Info
Claire's Handmade Cards	Custom Cards	gueninclair@gmail.com

Party Accents (Centerpieces, Floral/Silk Arrangements, Plants, Etc)

Vendor	Amenity	Contact Info
Terri's Floral Design	Fresh Flowers/Silk Arrangements	412-825-0406
Dapper Fox	Silk Arrangements	412-242-9719 412-445-6375 dapperfox@hotmail.com
Perfect Imperfections	Indoor Plants	919-308-8504 dalene.stangl@outlook.com

Food

Vendor	Amenity	Contact Info
Christine "Pierogi Lady"	Pierogi's, Lady Locks more!	412-403-7796 christineshultz1@hotmail.com
Sweet Inspirations	Dessert Trays	412-374-7116 412-849-8161 rgalloway2@verizon.net
Eclectically Vintage	Cookie Trays	412-515-4188 katied100@yahoo.com
Motchambord	Trained Chef	412-512-7753 thomashambar@gmail.com
Antojitos Hondurenos	Latin Cuisine Food Truck	

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Vendors Crafts/Services

Vendor	Amenity	Contact Info
Time & Again by Tissy	Various Holiday and Home Decor Crafts	412-327-4821 timeandagainbytissy@yahoo.com
Eclectically Vintage	DixieBell Paint and furniture refurbishing	412-515-4188 katied100@yahoo.com
Potters Crate	Live Ring Wrapping	814-594-0020 potterscrate@gmail.com
Psquare Scents	Candle Making	412-42-76053 psquarescents@outlook.com
Homegrown 1910	Various Holiday and Home Decor Crafts	412-897-8076 homegrown1910@gmail.com
Jennette's Vitality Art	Self Reflection Art	301- 606- 9339 JLE712@Outlook.com
Anokhi Fashion	Henna Tattoos	724-396-7341 anokhifashion.usa@gmail.com
Motchambord	Fresh Mozzarella Demos	412-512-7753 thomashambar@gmail.com
The Quirky Photographer	Paint Pours, Photography	412-378-5881 wilsonspaz68@yahoo.com
Miravalle Glass Studio	Glass Art Creations	208-817-1294 dmiravalle@yahoo.com
Perfect Imperfections	Bonsai, air plants workshops	919-308-8504 dalene.stangl@outlook.com

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Photography

Vendor	Amenity	Contact Info
The Quirky Photographer	Photos	412-378-5881 wilsonspaz68@yahoo.com
Homegrown 1910	Photos	412-897-8076 homegrown1910@gmail.com

Metaphysical

Vendor	Amenity	Contact Info
Readings With Runa	Psychic/Medium	412-443-3215 no call/text after 10pm loveegypt@comcast.net
Approachable Asana	Reiki, Meditation, Yoga, Self Reflection Workshops	412-491-0603
Saging Space	Reiki, Meditation	7277761970
Krysta Quartz	Tarot Cards, Chakra, Self Reflection Workshops	412-452-1195 ceg_0816@outlook.com
Una Biologicals	Tarot Cards	412-208-9711 dlombardo@unabiologicals.com

Event Planning Agreement

This Event Planning Agreement (the "Agreement") is entered into _____ (the "Effective Date"), by and between _____, with an address of _____ (the "Client") and Steel Goat Marketplace, with an address of 200 Jefferson Road Pittsburgh, PA 15235, (the "Planner"), also individually referred to as (the "Party") and collectively the ("Parties").

1. Event Date & Description. On _____ the Client intends to host the below described event (the "Event"):

2. Planner Duties. The Client engages the Planner's services to perform the following duties with regards to the Event:

The Planner shall obtain the Client's approval, in writing, before entering into any binding contracts for the event and/or issuing any non-refundable deposits.

Appendix C

Event Planning Agreement

3. Payment. The Parties agree to the following Payment and Payment Terms:

Total Fee for Services: _____

Amount/Percentage Due Upon Execution of Agreement: _____

Balance Due On Day of Event: _____

4. Cancellation.

1. By Client. The Client may cancel this Agreement at any time. If the Client cancels up to **30** days prior to the Event Date, the Client will be entitled to a full refund. If the Client cancels **14** days prior to the Event Date, the Client will be entitled to a fifty percent (50%) refund. If the Client cancels less than **2** days prior to the Event Date, the Client will not be entitled to a refund.
2. By Planner. The Planner may cancel this Agreement at any time. If the Planner cancels, the Planner must provide a suitable, replacement Planner, subject to the Client's approval, which shall be obtained in writing. In the alternative, the Planner shall refund all monies previously paid by the Client, with the exception of any non-refundable deposits, which were agreed to by the Client.
5. Dispute Resolution and Legal Fees. In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees.
6. Severability. In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions should continue in full force and effect as valid and enforceable.
7. Legal and Binding Agreement. This Agreement is legal and binding between the Parties as stated above. This Agreement may be entered into and is legal and binding both in the United States and throughout Europe. The Parties each represent that they have the authority to enter into this Agreement.
8. Governing Law and Jurisdiction. The Parties agree that this Agreement shall be governed by the State and/or Country in which both Parties do business. In the event that the Parties do business in different States and/or Countries, this Agreement shall be governed by _____ law.
9. Entire Agreement. The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

Event Planning Agreement

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

Client

Signed: _____

Name: _____

Date: _____

Planner

Signed: _____

Name: _____

Date: _____

Steel Goat Marketplace:

Service	Price	Price
Room Rent Total Hours: ___ x ___ \$/hour	___ x ___ \$/hour	
Attendee Registration/Ticket Handling	15\$ + 17% per ticket	
Marketing (must supply pictures, class description, bio etc)	\$25	
	Total:	

Event Planning Agreement

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

Client

Signed: _____

Name: _____

Date: _____

SGM (Planner)

Signed: _____

Name: _____

Date: _____

Steel Goat Marketplace:

Service	Price	Price
Room Rent Total Hours: ___ x ___ \$/hour	___ x ___ \$/hour	
Attendee Registration/Ticket Handling (per event)	15\$ + 17% per ticket	
Marketing (must supply pictures, class description, bio etc)	\$25	
	Total:	

One signed copy provided to client and signed copy to be maintained by SGM (Planner).