



Space Rental Information and Guidelines

The Space

We offer two spaces at the SheHive for organizations that align with our mission to connect and empower individuals focused on positive change.

Suite 107 - Large Workshop Space

- Capacity: 20 classroom style, 12 conference room style, 30 without seating
- Technology: Large screen TV, computer for projection, speaker
- Additional resources: Whiteboard, wall space, tables, chairs
- Amenities: Hot water heater, Keurig, mini fridge
- Price:
 - Half day - \$250
 - 8:00 am - 12:00 pm , 1:00 pm - 5:00pm, 6:00 pm - 10:00 pm
 - Additional hour before - \$75
 - Full day - \$550
 - 8am - 5:00pm
 - Additional hour before - \$75
 - Hourly
 - \$75/hour
- Rental includes
 - Access to all technology, resources and amenities.
 - SheHive Host to support you with opening the space, resource and technology needs, closing the space.
 - Discount on other room rentals.
 - A member of the SheHive team can be made available to facilitate a workshop or exercise for you at an additional cost. Please contact us for more information.



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Suite 109 - The Lounge

- Capacity: 8 conversation style
- Technology: Large screen TV
- Additional resources: N/A
- Amenities: Hot water heater, Keurig, mini fridge
- Price:
 - a. Half day: \$150
 - i. 8:00 am - 12:00 pm , 1:00 pm - 5:00pm, 6:00 pm - 10:00 pm
 - ii. Additional Hour Before: \$75
 - b. Full day: \$325
 - i. 8am - 5:00pm
 - ii. Additional Hour Before: \$75
 - c. Hourly
 - i. \$75/hour
- Rental includes
 - a. Access to amenities.
 - b. SheHive Host to support you with opening the space, and closing the space.
 - c. A member of the SheHive team can be made available to facilitate a workshop or exercise for you at an additional cost. Please contact us for more information.

SheHive SpaceTerms

1. DEPOSITS

- a. Twenty - five percent (25%) of the rental fee is due the day the contract is signed as non-refundable deposit. If this deposit is not received, the approval will be withdrawn.



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2. FINAL PAYMENT

- a. Final Payment for room rental must be submitted no less than 72 hours prior to the event date.

3. PAYMENT METHOD

- a. Payment by check, ACH, or credit card will be accepted. If using a credit card, a 3% fee will be added to the rental amount.
- b. Check payments are due seven 72 hours before the rental date. Please include invoice number and name of your organization/company and mail to:
 - i. SheHive, 2505 Hilton Rd Unit 107, Ferndale, MI 48220

4. FOOD AND BEVERAGE

- a. You may bring any outside food and beverages for your event.
- b. We have a sink but do not have full kitchen so we do not recommend preparing food onsite.
- c. We do not have a liquor license and cannot serve alcohol. Guests who choose to bring their own alcoholic beverages and consume them on site are expected to do so responsibly and in consideration of the consequences to self, others, and the community-at-large
- d. We can coordinate food and beverage catering on your behalf for an additional fee.
- e. If you are looking to support local, we recommend the following:
 - i. Drifter Coffee
 - ii. Christine's Cuisine
 - iii. Bobcat Bonnie's
 - iv. Brut Detroit
 - v. Bucharest Grill

5. CLEAN UP

theshehive.com

hello@theshehive.com

@shehivedet



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- a. Your rental time includes any clean up you may have so plan accordingly. We ask that you leave the space the way it was when you entered. You are not responsible for taking out the trash and/or recycling.
- b. A SheHive host will support you with any additional questions you may have during clean up.

6. CHANGE OF EVENT DATE

- a. If you need to change your date, we will apply the entire balance of your deposit, towards your new scheduled event, subject to our availability.

7. CANCELLATION BY CLIENT

- a. In the event of a cancellation occurring within 72 hours of your rental, 50% of the total fee will be due.
- b. In the event of a cancellation occurring within more than 72 hours but less than 14 days of your rental, 25% of the total fee will be due.
- c. In the event of a cancellation occurring more than 14 days of your rental, no fee will be charged on top of the 25% non-refundable deposit.

8. FORCE MAJEURE (Act of God)

- a. Neither party shall lose any rights hereunder or be liable to the other party for damages or losses on account of failure of performance by the defaulting party if the failure is the result of an Act of God, e.g., natural disaster, fire, flood, earthquake; or because of war or acts of terrorism, including chemical or biological warfare; or labor dispute; lockout, strike; embargo; governmental acts, orders, or restrictions; or failure of suppliers or third person; or any other reason where failure to perform is beyond the



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reasonable control, and is not caused by the negligence, intentional conduct or misconduct of the defaulting party, and the defaulting party has exercised all reasonable efforts to avoid or remedy such force majeure.

- i. If an event of force majeure occurs, both parties shall immediately consult with each other regarding the performance of this contract, and shall immediately resume their respective obligations under this contract upon the termination or elimination of the event of force majeure.

9. DAMAGE

- a. The SheHive assumes no responsibility for ANY damage or loss of client's equipment, or other valuables prior to, during or after rental.
- b. Any damage to the space or equipment by the client will result in an assessed additional fee after the rental.

10. UNLAWFUL ACTIVITIES

- a. The client will obey with all the laws of the United States of America and the State of Michigan, all municipal ordinances and all lawful orders of police and fire departments, and will not do anything on the event/function premises in violation of any laws, ordinances, rules or orders.