NON-AUTHOR EVENT CONTRACT

Thank you for your interest in a hosting an event at Roundabout Books. We take a lot of pride in creating the best possible atmosphere for your event, which takes a lot of time and effort by our staff to plan and prepare. Please read the following policies carefully and sign below to set up an event at our store. The fee for a single day book event (signing, talk, Q&A, etc) is $100 made payable to Roundabout Books at the contract signing.

For this fee, Roundabout Books will do all of the following to promote, staff, and manage your event:

1. Reserve the bookstore space for a 2-hour event
2. Provide 40+ chairs, a table, a podium, microphone, speakers, and a projector.
3. Schedule a meeting with our owner and/or event manager to discuss event details
4. Provide the staff to setup, manage, and cleanup after the event.
5. If this is an event open to the public, we will advertise the event in the following manner:
   - Put event on our store website calendar
   - Put event on store wall calendar
   - Create and promote a Facebook event
   - Order the books before event and display with poster in store
   - Advertise the event info in our monthly newsletter that currently reaches over 1200 people
   - Send events to the Northwest Crossing administrator to be sent in their weekly newsletter

We expect the event planners to adhere to the following policies for all events at our store:

1. No outside drinks, food or alcohol will be brought in for an event. All drink purchases during the event will be made through Roundabout Café. We can discuss what options that are available at our meeting.
2. All contracts must be countersigned by the 25th day of the month prior to your event.

Please fill out the form below, sign, and return to the store as soon as possible.

Name_____ Date _____

Contact Email_____Phone_____

Website_____

Event Title _____

Event Date and Time_____

Notes_____

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Contact Signature_____ Date_____

RAB Signature_____ Date_____

Paid_____Confirmed Event Date & Time:_____