

THE COLLECTIVE SPACE



Bring creativity & light to your next event at The Collective Space. 1,500 Sqft with ability to seat 26 with the provided chairs. Our space has plenty of natural lightening and bright interior lights, bright open space, plenty of parking and it's an easily accessible location,

**WHATS INCLUDED:**

- Free parking
- Projector
- High-speed Wi-Fi
- Water + Coffee can be added for an additional fee



A SPACE TO  
CREATE

CONTACT: (860)692-4826

258 WINDSOR AVE, WINDSOR CT 06095



# Pricing

**Hourly Rate:** \$150 per hour

Minimum of 2 hours required 30 minutes for set up, 30 minutes for break down/ clean up.

## 5 Hour package

**Price: \$500 (100/per hours)**

4 hours event time; 30 minutes for set up, 30 minutes for break down/ clean up.

## Full Day Access package

**Price: \$1000**

8.5 hours, 2 hours for set up 6 hours of event time, 30 min for break down/ clean up) use of the entire space

All packages include use of furniture.

**Members get a 20% discount per hour**

## REQUIREMENTS

- 50% deposit at the time of booking ensure your date & time is secured
- Balance is due Two(2) days prior to your events
- Proof of Special event liability insurance is required / can be added onto your package on request or purchases from an outside source

# Add-Ons

- Coffee & Water for your guest
- Additional Room
- catering
- Use of Outside Area
- Cleaning fee (\$100)
- Decorations

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## BOOKING PROCESS

1. Email or call requesting your desired dates
2. Once your time & date is approved you will receive documents to review and sign
3. One to Two days before your event you will receive details on how to access the building
4. Wi-Fi & follow up details will be sent to your email on file
5. Feel free to reach out & ask questions throughout the process



## HOUSE RULES:

- Clients are accountable for the conduct of their Guests.
- Keyless access to the premises to be used by client only.
- Access codes may not be shared or transferred.
- No touching the HVAC system and other building mechanical controls.
- No excessive or offensive noise or odor; noise or odor is excessive if it unreasonably disturbs others.
- No pets allowed in the facility except properly documented service animals.
- No storage of personal items... Any items left shall be disposed of at the discretion of management.
- No damage or removal to furniture and furnishings. Please use furniture gently / furniture will be removed upon request.
- No rearrangement of furniture and furnishings without express permission of TCS management
- No firearms allowed on TCS premises including parking areas.



Thank You for choosing The Collective Space to have your event. We know you have options & hope that we met your expectations.

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Please follow us on all social media platforms & tag us @thecollective\_space

Scan to leave us a review after you've experienced being inside the space



**THANK YOU!**