

A circular logo featuring a complex, multi-layered mandala design in a light orange or terracotta color. The mandala has a central flame-like motif and radiating floral and geometric patterns. The text "CENTER FOR THE" is written in a small, dark, sans-serif font across the middle of the mandala, and "Healing Arts" is written in a large, elegant, dark red script font below it.

CENTER FOR THE
Healing Arts

**FACILITY USE
OVERVIEW**



Thank You

Thank you for partnering with us to host your event. Hosting Continuing Education Classes and Community Workshops are part of our mission. Please use this reference to help plan your event. If you have further questions we are happy to help.

-CFTHA Admin Team

You

//COMPLETE
QUESTIONNAIRE

//PAY DEPOSIT
//SIGN CONTRACT
//DATES ARE LOCKED IN

//SIT BACK
//CLASS PREP AS
NEEDED

//SHOW UP
//SET UP
//DO YOUR THING
//CLEAN UP

//BASK IN THE JOY OF A
SUCCESSFUL EVENT



Us

//CHECK DATES
//SYSTEM SETUP
//CREATE & SEND CONTRACT
//SEND INVOICE FOR DEPOSIT
//SEND W-9 (IF NEEDED)

//ADD TO WEBSITE
//OPEN REGISTRATION
//BEGIN MARKETING

//MANAGE PAYMENTS
//OVERSEE REGISTRATION

//OPEN THE DOORS
//AVAILABLE ONSITE DURING
ENTIRE EVENT
//FINAL CLEANUP & LAUNDRY
//CLOSE FACILITY

Inclusive Approach



01

Classroom

One or two classrooms can be reserved; this is the main area designated for your event.

02

Equipment

Massage tables and chairs are part of our classroom setup and available for use for every event. Access to use the computer and projector can be made available if needed. We also offer use of face cradles, bolsters, and linens upon request.

03

Shared Space

Parking, entrance through our front lobby, and access to our bathrooms and kitchenette are included. The kitchenette has a shared refrigerator and microwave for any event participants who bring their own lunch, snack, or dinner.

04

Marketing

All hosted events are advertised on our website and social media platforms.

05

Manage Registration

Our office staff manages registration for the event. This includes taking the registration fee and handling payment processing fees.

Have a slide presentation?

Both of our classrooms are equipped with a computer, projector, and Smartboard.



Thumb Drive Computer Access

Bring a thumb drive with your presentation file and you will have computer access and be able to share using our projector and Smartboard.



Digital Cloud Internet Access

If your presentation file is saved in the cloud you can access it on our classroom computer and share using our projector and Smartboard.



White Board No-Tech

Support your presentation, or host an event that does not require tech support - we have large sliding doors in each classroom that function as whiteboards, complete with colorful markers.

How you get paid

Let's talk money

There are two options for payment when partnering with us to host an event at our facility: **flat rate facility use fee & payment percentage.**

Since **workshops** have much lower enrollment fees, we charge a **flat rate fee** to secure the space, and all registration fees are provided to the event organizer upon the completion of the event.

For **Continuing Education classes**, we provide the class organizer with a **percentage** of the registration fees after the class. The percentage breakdown is included in the contract, with the lion's share going to the class organizer. We know the work that goes in to providing quality education and value all of the educators we partner with.



A nonrefundable what now?

We charge a \$60 nonrefundable deposit for every event. We keep this minimal, and it helps cover our office costs.



Welcome to Voorhees, NJ

Where to Stay

// [Hampton Inn Voorhees](#)

// [SpringHill Suites Voorhees Mt. Laurel/Cherry Hill](#)

Where to Eat

// [Crust N Fire](#)

// [Elena Wu Restaurant & Sushi Bar](#)

// [Iron Hill Brewery](#)

Where to Print

// [FedEx Office Print & Ship Center](#)

// [The Print Shop](#)

Where to Shop

// [Target](#)

// [ACME Market](#)



CENTER FOR THE HEALING ARTS



THANKS

We look forward to partnering with you