



Creative Studio

INSTRUCTOR & WORKSHOP REQUEST

211 E Main Street
Moncks Corner, SC 29455

CREATE • CONNECT • INSPIRE

Thank you for your interest in offering a class in The Creative Studio.

Please complete this form so we can learn more about you, your creative background, and the workshop you would like to present. A member of our team will contact you to discuss scheduling, studio availability, rental details, next steps, and more.

Our Creative Studio is designed to encourage creativity, build community, and provide memorable experiences. We look forward to partnering with talented instructors who share our commitment to quality, hospitality, and the joy of making something by hand.

1 | INSTRUCTOR INFORMATION

NAME	BUSINESS NAME (IF APPLICABLE)
PHONE	EMAIL
WEBSITE	FACEBOOK / INSTAGRAM

2 | ABOUT YOU

Please tell us about yourself and your creative background.

3 | WORKSHOP PROPOSAL

WORKSHOP / CLASS TITLE

Tell us about the workshop.

What will guests create? What skills or techniques will they learn? What makes this experience special?

Skill Level ☐ Beginner ☐ Beginner / Intermediate ☐ Intermediate ☐ Advanced ☐ All Skill Levels

Recommended Age ☐ Children ☐ Teens ☐ Adults ☐ Families

Approximate Length ☐ 2 Hours ☐ Other: _____

MINIMUM NUMBER OF STUDENTS

MAXIMUM NUMBER OF STUDENTS

4 | MATERIALS & FINISHED PROJECT

Will you provide all materials and supplies? ☐ Yes ☐ No

If no, please list everything students will need to bring.

Will each student complete and take home a finished project? ☐ Yes ☐ No

Please briefly describe the finished project.

5 | CLASS FEE

SUGGESTED CLASS FEE PER STUDENT \$ _____

Studio rental fees are listed on the Yesterdays and Todays Unique Treasures website and will be discussed separately.

6 | STUDIO SETUP & EQUIPMENT

☐ Tables ☐ Chairs ☐ Electrical Outlets ☐ Sink / Water Access ☐ Trash Container

OTHER EQUIPMENT OR SETUP NEEDS

Please describe any special setup, cleanup, safety, ventilation, or accessibility considerations.

7 | SCHEDULING PREFERENCES

Preferred Days ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Preferred Times ☐ Morning ☐ Afternoon ☐ Evening

PREFERRED DATE(S)

ALTERNATE DATE(S)

8 | PHOTOGRAPHY & PROMOTION

May we photograph your class for social media and future promotions? ☐ Yes ☐ No

Instructors are responsible for marketing and promoting their own events. Yesterdays and Todays Unique Treasures may share approved event information through its marketing channels when possible.

How will you promote your workshop? ☐ Facebook ☐ Instagram ☐ Email List ☐ Website ☐ Other: _____

9 | ADDITIONAL INFORMATION

Is there anything else you would like us to know?

10 | SUBMISSION CHECKLIST – PLEASE PROVIDE THE FOLLOWING:

☐ Short instructor biography

☐ High-resolution headshot

☐ Three to five photos of your work

☐ Photo(s) of a sample finished project, if applicable

☐ Social media and website links

☐ Business logo, if applicable

11 | REQUEST SUMMARY

NAME OF RENTER / INSTRUCTOR

BUSINESS NAME

PHONE

EMAIL

REQUESTED CLASS DATE

WORKSHOP / EVENT THEME

12 | AGREEMENT / ACKNOWLEDGMENT

By signing below, I acknowledge that I have read, understand, and agree to abide by the terms of the Yesterdays and Todays Unique Treasures Creative Studio Rental Agreement. I certify that the information provided in this request is accurate, and I understand that submitting this form does not guarantee approval or reserve a date.

Instructor Signature

Date

Yesterdays and Todays Unique Treasures / Creative Studio Approval

Date

THANK YOU FOR HELPING US CREATE SOMETHING WONDERFUL.

PLEASE EMAIL COMPLETED REQUEST FORM TO MICHELE BOWDEN, CREATIVE STUDIO DIRECTOR
INFO@VICTORYINART.COM

Rental Agreement Details

The Creative Studio is rented in three-hour class sessions. Each rental session includes:

- 30 minutes for setup
- 2 hours for the class event
- 30 minutes for cleanup and breakdown

RENTAL FEES

- Current store vendors: \$100.00 per three-hour class session
- Outside renters (non-vendors): \$125.00 per three-hour class session

Additional time beyond the reserved three-hour session will be billed at an overtime rate of \$50.00 per 30-minute increment, or any portion thereof.

Class Registration & Payment

All class registrations and payments will be coordinated through Yesterdays and Todays Unique Treasures. A 12% service surcharge will be added to all class registrations to cover registration, payment processing, marketing, and administrative services.

Rental fees and any applicable registration fees must be paid in full prior to the scheduled event unless otherwise approved in writing.

Cancellation Policy

- Cancellations made 14 days or more before the scheduled event will not incur a cancellation fee.
- Cancellations made less than 14 days before the scheduled event will be charged a \$100 cancellation fee.
- Failure to appear for a scheduled rental will result in forfeiture of all rental fees paid.

Damage Responsibility

The renter accepts full financial responsibility for any damage to the Creative Studio, furniture, equipment, walls, flooring, décor, supplies, or other property caused by the renter, participants, guests, or anyone attending the event on the renter's behalf.

The renter agrees to reimburse Yesterdays and Todays Unique Treasures for the full cost of repair or replacement of any damaged property.

Setup and Cleanup

The renter is responsible for leaving the studio in the same clean condition in which it was received. This includes:

- Removing all personal belongings
- Disposing of trash
- Returning furniture and supplies to their original locations
- Wiping down tables and work surfaces
- Leaving the space ready for the next scheduled rental

Additional cleaning beyond normal use may result in a cleaning fee.

Occupancy & Liability

The renter agrees not to exceed the maximum occupancy established by Yesterdays and Todays.

The renter assumes responsibility for the conduct and safety of all attendees during the rental period. Yesterdays and Todays Unique Treasures is not responsible for lost, stolen, or damaged personal property.

Prohibited Activities

Smoking, vaping, open flames, illegal activities, or any activity that could damage the facility or create an unsafe environment are prohibited.

Right to Refuse or Terminate

Yesterdays and Todays Unique Treasures reserves the right to refuse or terminate any rental that violates these policies or presents a risk to the facility, staff, or guests. No refund will be issued if an event is terminated due to a violation of this agreement.
