



# Contract for hiring The Angel

**We're chuffed you've decided to hire The Angel, please read this document carefully then return to us signed at the bottom.**

\*To confirm your booking please make sure we have a digital copy of your up to date public liability.

\*You are now required to complete a risk assessment for your event at The Angel.

\*Your booking time will include setting up and tidying up of your event and we request you arrive and depart on the times agreed.

**\*Our cancelation policy; we require 2 weeks notice for you to receive a full refund, beyond that you will forfeit your payment.**

\*We send out invoices the last few days of the month before your booking requesting payment within 2 days.

\*We will let you know the key lock code close to your event date.

\*Your booking includes;

- Use of the upstairs floor and all the facilities including: soundsystem, heaters, lighting, furniture and bathroom.
- Light use of our kitchen facilities.
- Downstairs to be used as a thorough fare only unless arranged otherwise.
- Use of the stackable chairs, tables and fridge freezer all downstairs.

- **Please note:** For full use of our kitchen facilities, our extensive crockery, cutlery, glassware and tables etc there is a £40 flat rate that will be arranged with your booking and added to your invoice.

\*Strictly no candles are permitted in The Angel, our insurance insists on this.

\*On arriving at The Angel please do not block South Street with vehicles as it needs to be kept clear at all times for emergency service access.

\*There is generally no parking in South Street, Heathway Carpark is your closest and best bet. Please pass this on to all of your guests.

**\*We ask that you take responsibility for tidying and cleaning the space so as to leave it as you find it. Including sweeping the floor,**

**washing it if it's grubby, washing up and putting away cups etc. As well as putting all moved and used furniture back where you found it on arrival.**

\*If hiring The Angel for an art exhibition or where you hang anything on the walls or beams, we require you, before leaving, to remove all nails, screws or fittings, and to fill, sand and

repaint as new. You will not be able to come back to do this at a later date so do factor this in with your timings.

**\*Please take all your rubbish away with you, recycling and landfill.**

\*We've promised our neighbours that we will make sure no one hangs out or smokes anywhere near the houses around us, particularly the one over the road. It's the obvious place to gather but it impacts the folk who live there a lot. Please direct smokers to the designated smoking area to the area of the signs.

\*Please request of your guests a swift and quiet departure so as to minimise gathering and noise on the street and point out the signs saying this.

\*All music to be off by 11pm at the latest, unless you have a TENs from the council.

\*We have chosen not to have a deposit scheme but we will charge for any breakages or damages during your event.

In signing below you agree to the above conditions.

Your signature .....

Date of your event/s .....

Date of signing .....