

## TERMS AND CONDITIONS

### **1 Craft Class Space Hire**

By Booking with Crafty Locals you are agreeing to the following terms and will comply with all laws and regulations affecting the use of the premises. Crafty Locals cannot be held responsible for the behaviour/actions of the hirer or their representatives on/off the premises at any time. This includes promotion/flyposting.

Class sizes are based on 10 people plus 1-2 teachers. As the hirer you are responsible for the safety and wellbeing of anyone attending the event.

At the end of the class rubbish must be bagged and taken away. Any items left once classes have been completed will not be the responsibility of Crafty Locals.

### **2 Rubbish**

Crafty Locals has the right to charge a fee of £15 per bag for any items/rubbish left after the hirer has vacated the premises. A deposit may be asked at time of booking to cover this cost.

### **3 Deposit**

A 50% deposit is payable on booking (for example for room hire of £75 a £37.50 deposit is required). We may ask for a refundable deposit to cover under section 2.

### **4 Bookings**

To make a booking please call 01392 534059 or email [info@craftylocals.net](mailto:info@craftylocals.net). All room hire bookings are processed by Gary or Stuart. Please request to speak to them when calling. **Please allow setting up/clearing up time in your booking request.**

### **5 Health and Safety**

The responsible person must be 18 years or older.

No smoking/ vapour/ e-cigarette is allowed to be used in the building.

The hirer is responsible for, preventing disorderly behaviour, overcrowding, and ensuring that health and safety requirements are observed. A responsible person must be present and able to always supervise.

There is a fire extinguisher in the area, and you will be shown its location.

A first aid kit is located on the wall behind the sales counter.

## **6 Loss/damage**

Please let us know of any damage to the room or stock. You may be asked to pay for any repair or replacement costs due to damage or loss caused while the room was hired to you.

Please ensure you have all your belongings when leaving the room.

## **7 Equipment**

Please inform Crafty Locals if protective table coverings are required.

Any electrical equipment being brought into the cellar for use at a class or event must be

PAT tested by a qualified electrician. We may ask to see a PAT certificate.

The responsibility for this remains with the room hirer. All electrical equipment being brought into the building must be identified to Crafty Locals at time of booking.

We have extension cables available on request.

## **8 Risk assessments/ Insurance**

It is a condition of booking that all groups have adequate public liability insurance. A minimum of £5 million is recommended. We reserve the right to request a copy of the insurance certificate at time of booking. It is the responsibility of the hirer to complete a risk assessment for any activities.

We may request a copy of this at time of booking.

## **9 Catering**

Included in the hire charge, Crafty Locals will provide tea, coffee and bottled water based on 10 people taking the class plus 1 teacher taking 2 breaks during the class. Please note that the cellar does not have a water supply.

Sandwiches and snacks are available on request, cost to be confirmed at time of booking.

## **10 Toilets**

Please note, there are no toilets at the cellar, but public toilets are available on the quay.

## **11 Animals**

Unfortunately, no animals/pets are allowed inside the cellar, apart from guide dogs and assistance dogs; please make us aware in advance. You are responsible for your dog at all times and may be asked to leave if seen to be antisocial.

## **12 Access/ Parking**

Much as we would like to provide access for all, Crafty Locals has no disabled access or facilities.

We have no onsite car parking at the quay but there are many paid car parks in the area. You are allowed a limited time to drop off stock and items in front of the cellar before the class starts. Please ask us for details on parking.

## **13 Cancellations**

All cancellations must be sent in writing/email 48 hours before the day of hire.

For all cancellations after this time, or any no shows, the full booking price will be charged.

## **14 Payment details**

Deposit paid at time of booking.

All fees must be paid one day prior to the event.

Payment is accepted through BACS, cash or card.

BACS Payment:

First Direct

Sort Number: XXXXXX

Account number: XXXXXX

Name: Gary Webber