

TERMS OF HIRE By booking either The Dome or The Workshop you agree to abide by these terms:

- 1) You will be given 30 minutes either side of your booking to set up and break down. If this is not enough, please factor the time you need into your hire time as there may be another booking either side of yours.
- 2) Due to noise restrictions, we cannot allow discos or amplified live music unless by prior arrangement with Joanna Hudson (The Garden Shop).
- 3) Please leave the space as you found it.
- 4) Please turn off the lights and any electrical equipment at the end of your booking. If hiring The Dome, please turn off the heating.
- 5) If you encounter any problems, please notify The Garden Shop immediately, so we can deal with the problem as quickly as possible.
- 6) In the event of a fire, please vacate the space immediately and notify The Garden Shop.
- 7) If any damage is caused during your hire time to the space or its fixtures and fittings, you will be held liable and invoiced accordingly.
- 8) Decorations are allowed, but please do not use sticky tape of any kind on the walls or furniture.
- 9) A responsible adult must supervise children visiting at all times.
- 10) Furniture is available for use subject to advance notice.
- 11) All food and drink must be purchased from us. No food or drink is allowed to be brought in from outside other than a celebration cake.
- 12) No alcohol should be brought onto site.
- 13) Should you wish to purchase any additional food or drink on the day of your event, the total must be paid in full at the time directly with us.
- 14) The Medicine Garden site will be locked at 6.30pm, so please ensure if you have booked the afternoon session, you vacate before we close the gates.
- 15) No leaflets are allowed to be distributed on site by any visitors or hirers.
- 16) We take no responsibility for any liability with regards the actual activities being undertaken in the hired space. You MUST have adequate public liability insurance and any other insurances required for the activity you are providing, such as indemnity insurance and food hygiene certification.

17) If you are unable to attend your session unexpectedly, please ensure we are informed as well as all your clients/guests.

18) If you cancel your booking there are no refunds. Your booking date can be moved (subject to availability) if at least 30 days' notice is given by email to the following address: [info@themedicinegarden.com](mailto:info@themedicinegarden.com). The only exception is as follows: The Medicine Garden will accept cancellations due to inclement weather 48 hours prior to party date and reschedule within 30 days (based upon availability). Please note if the offer of rescheduling due to inclement weather is not taken up, then any monies paid are non-refundable.