TERMS AND CONDITIONS OF HIRE

OPENING TIMES AND HIRE CHARGES

- The Wild Dandelion Cottage is available for hire between 9am and 10pm (Monday-Sunday) excluding public holidays.
- The booked time must include preparation and clearing up time.
- A member of the Wild Dandelion team will meet you at premises to open the building and show you around, and they will return at the end of your booking to lock up the building.

Securing the booking:

- Hire fees must be paid at least two weeks in advance of the booking.
- The booking is confirmed once full payment is made and the hire agreement is returned.
- Cancellations made more than 72hours before the booking date will be refunded in full. Cancellations made less than 72hours before the hire date will not be eligible for any refund.

Deposit:

- In lieu of a deposit it is expected that hirers care for the space appropriately, leaving it as they find it clean and tidy.
- Failure to do so or any damage incurred may jeopardise any future bookings.

Repeat bookings: There is a discount for repeat bookings (ie four or more sessions)

Room	Mon-Fri Daytime	Mon-Fri daytime (Repeat discount of 15%)	Evening (after 6pm)/weekends	Evening/weekends (15% repeat discount)
Sage	£8 per hour	£6.80 per hour	£10 per hour	£8.50
Marigold	£10 per hour	£8.50 per hour	£10 per hour	£8.50
Mint	£12 per hour	£10 per hour	£15 per hour	£12.75

RESPONSIBILITIES OF THE HIRER

1. The hirer must be over 18 years of age and be present on the premises for the entire period of the hire. The premises should not be sublet and must only be used by the hirer for the purposes approved in the booking form.
2. There is to be no alcohol on the site at any time.
3. The hirer shall, during the period of hiring, be responsible for the supervision of the Premises, protection of the building and contents, safety from damage or change of any sort, and the behaviour of all persons using the building.
4. Children must be supervised at all times and not left without adult supervision at any time anywhere on the premises.
5. All furniture and fittings: where decoration or additional fixtures are required (bunting etc), the hirer may only use temporary arrangements. No permanent fixing is allowed which would damage the premises.
6. The use of the premises and facilities is subject to hirers responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by the Wild Dandelion keyholder.
7. All rubbish to be placed in appropriate bins (including separating out for food/recycling etc)
8. A **small** amount of crockery & cutlery is available for hirers in the kitchen. We don't have large numbers of cups, plates etc. Please check if this is sufficient. Anything more will need to be provided by the hirer.
9. No candles are to be left unattended at any time.
10. Please note that you bring food and drink onto the premises at your own risk. Wild Dandelion cannot be held liable for any injury or illness resulting from your own food and drink.
11. Maximum capacity: on no account shall the maximum capacity of the premises be exceeded.
    i. Sage Room – 2 Adults
    ii. Marigold Room - 3 Adults
    iii. Mint Room – 20 Adults
12. The hirer shall be responsible for informing all their attendees of Wild Dandelion's emergency Fire Action Procedures.
13. **In the event of a fire you must evacuate the building and call 999 (the address is: 28 Bright Street, Bristol BS5 9PR)**
14. Any external equipment brought into the building is not covered by Wild Dandelion's insurance. The hirer assumes all responsibility for insurance against third party claims that may occur.
15. Wild Dandelion cannot accept responsibility for damage to, or the loss or theft of hirers/users' property and effects when in the building.
16. Dogs are not permitted on the premises except for trained guide dogs for the visually impaired or Deaf community or for special activities and occasions where permission has been granted.
17. The hirer should bear in mind that the premises are situated in a residential area. Please be mindful to leave quietly, especially in the evenings.
18. Wild Dandelion reserves the right to cancel any hiring where necessary.

19. It is the hirer's responsibility to ensure they comply with Wild Dandelion policies concerning racism, sexism and violence, and not to permit the pursuance of any illegal activity on the premises.