TERMS OF HIRE

These terms apply to every room booking at Almondsbury Creative. Please read them before you sign your booking form.

1 BOOKING AND PAYMENT

Send us your completed booking form. We'll check the date is free and confirm your booking and price in writing.
Your date is only secured once the booking is paid in full. Until then we may offer the date to someone else.
Prices can change, but once we've confirmed your price in writing it won't go up.

2 CANCELLATIONS AND REFUNDS

If you cancel 7 days or more before your event, we'll refund what you've paid.
If you cancel less than 7 days before your event, there's no refund. By then it's too late for us to rebook the room, and we'll already have bought in food and drink and arranged staff for you.
Please tell us about any cancellation in writing, by email to hello@almondsburycreative.co.uk.
If we ever have to cancel your booking, we'll refund everything you've paid.

3 TIMES

Your hire runs between the hire from and hire to times we confirm. Setting up and clearing away must fit within them, as the room may be booked by someone else before or after you. Please don't arrive early or stay late without asking.
All events must finish by midnight, with music off, the bar closed and guests gone by then.

4 FOOD AND DRINK

No outside alcohol. All alcoholic drinks must be bought from our bar, which is run by our staff.
If you want alcohol in the Main Hall or the Moxon Room, you must book a bar to be open there for your event (£15 an hour).
You can bring your own food in the Main Hall and the Moxon Room only. You can bring your own soft drinks.
If you bring your own food, you're responsible for it, including telling your guests about allergens.
Our bar staff follow Challenge 25 and won't serve anyone who is under 18 or has had too much to drink.

5 YOU AND YOUR GUESTS

The person booking must be 18 or over and be at the event throughout. You're responsible for how your guests behave. Children must be supervised by an adult at all times. Please keep to the room's maximum numbers.
We take parties for children aged 12 and under, and for adults aged 21 and over. We can't take bookings for parties for anyone aged 13 to 20, such as teenage or 18th birthday parties.
We can stop an event if anyone's behaviour puts people or the building at risk.

6 LOOKING AFTER THE ROOMS

Please leave the rooms as you found them. Any damage to the building, furniture or equipment will be charged to you.
Ask us before fixing anything to walls or ceilings. No confetti, glitter, candles or smoke machines unless we agree.
If you haven't paid the cleaning fee, clean up and take all your rubbish away with you. If the room isn't left clean, we'll charge the £50 cleaning fee.

7 SAFETY

Keep fire exits and corridors clear, and follow our staff's instructions in an emergency.
DJs, caterers and entertainers you book yourself are your responsibility. They should have their own public liability insurance, and any electrical equipment they bring should be safe to use.

8 BELONGINGS

We can't take responsibility for anything left behind or lost, but we'll keep hold of anything we find.
Nothing in these terms limits our responsibility for injury caused by our own negligence.