**ALEX EAGLE EVENT SPACE T&CS**

**TIMINGS**

1. Once timings are agreed your event will run within these hours including de-rig and closing
2. Depending on bookings for other events we can be flexible with arranging pick up of equipment etc. on the following day

**EVENT SPACE**

1. You will have sole occupancy of the lower ground floor event space once the booking is agreed
2. You will supply catering, glassware, furnishing and be responsible for curating the space
3. After the event you will clear any rubbish such as empty bottles, packaging, glasses etc, make good any damage to the walls or the floor, return lighting to the original settings and leave the whole space including the 2 loos clean
4. You will be responsible for insuring your property on the premises. Alex Eagle Studio holds public liability insurance

**FEES + PAYMENT**

1. You will make full payment for the event space 14 days prior to your booking
2. You will also pay a deposit of £1,000 which will be refunded post-event subject to there being no damages and the space being left clean