



Wac Arts

EVENT HIRE TERMS AND CONDITIONS

- All booking periods must include set up and breakdown time.
- A full day is an 8-hour period, usually 9.00am to 5.00pm.
- Half day is a 4-hour period 9.00am-1.00pm, 1.00pm-5.00pm or 5.00pm-9.00pm. Additional hours are added at the hourly rate.
- Our daily opening hours are 9am-9pm. Access outside these times can be arranged on request. An additional fee may be incurred.
- The minimum hire period on all rooms is 3 hours, except the Main Hall, which is 4 hours minimum.
- Any booking is only confirmed on receipt of payment.
- WAC Arts reserves the right to release a provisional booking if payment is not received within 7 days of invoice date.
- Any damage to the venue, it's furniture, fixtures and fitting as a result of your use of the venue will be charged at the cost of making good.
- Use of external caterers is with prior written agreement only.
- You will be responsible for the provision of additional staff (servers, box office, stewards, security etc) unless otherwise agreed in writing.
- Any deliveries and collections relating to your event must be made at a time agreed with WAC Arts in writing and on the day of your hire unless otherwise agreed in writing.
- WAC Arts accepts no responsibility for loss and damage of any items (goods, equipment etc) brought in relating to your event.
- Cancellation between 4-6 months (inclusive) in advance: 50% of fee
- Cancellation between 1-3 months (inclusive) in advance: 75% of fee
- Less than 30 days in advance: 100% of fee