

Wroxham Barns

POP UP SHOP HIRE TERMS AND CONDITIONS

By renting a Pop Up Shop at Wroxham Barns, the Hirer agrees to comply with the following Terms and Conditions. These Terms and Conditions form a legally binding agreement between the Hirer and Wroxham Barns Ltd.

1. Permitted Use

1.1. The Hirer may only use the Pop Up Shop for the purpose approved by Wroxham Barns Ltd at the time of application. Any deviation from the approved permitted use must be agreed in writing prior to the commencement of the hire period.

1.2. Wroxham Barns Ltd reserves the right to require the removal of any products or materials deemed unsuitable or inconsistent with the approved permitted use or the values of Wroxham Barns.

2. Public Liability Insurance

2.1. The Hirer must provide evidence of a valid Public Liability Insurance policy covering the duration of the hire period. The certificate must be clearly displayed within the Pop Up Shop throughout the hire.

1. Payment Requirements

1.1. For bookings made within six (6) weeks of the hire date, payment in full is required upon receipt of invoice.

1.2. For bookings made more than six (6) weeks in advance, deposit of fifty percent (50%) of the total hire fee is required to secure the booking.

1.3. The remaining balance shall be payable no later than six (6) weeks prior to the hire date.

1.4. Failure to make payment by the due date may result in automatic cancellation of the booking, and any deposit paid shall be forfeited.

2. Cancellations and Refunds

2.1. Cancellations made more than six (6) weeks prior to the hire date will be eligible for a full refund of any monies paid.

2.2. Cancellations made within six (6) weeks of the hire date shall not be eligible for any refund.

2.3. All cancellation requests must be made in writing to both thebesofnorfolk@gmail.com and popup@wroxhambarns.co.uk

3. Rescheduling

3.1. Requests to reschedule a confirmed booking may be considered only if at least six (6) weeks' written notice is provided prior to the original hire date.

3.2. Approval of any rescheduling request shall be at the sole discretion of The Best of Norfolk and Wroxham Barns, subject to availability and operational considerations.

3.3. Where a reschedule is approved, any payments already made will be transferred to the new booking date, and the original payment terms shall continue to apply.

3.4. Requests to reschedule made within six (6) weeks of the hire date are the discretion of The Best of Norfolk and Wroxham Barns.

4. Payment Methods

4.1. Payment by bank transfer is preferred. Other methods of payment may be agreed by prior agreement.

4.2. Payment shall be deemed received only when cleared funds have been deposited into the designated account as shown on the invoice.

5. General Provisions

5.1. The studio reserves the right to withhold access to the premises until full payment has been received.

5.2. These payment terms form an integral part of the hire agreement between the parties and are binding upon confirmation of booking.

5.3. Bookings are subject to Wroxham Barn's full terms and conditions of hire.

5. Opening Hours and Access

5.1. The Pop Up Shop must be open for business from 10:00 a.m. to 5:00 p.m. during the agreed hire period. If the hire period includes a late-night shopping event, the Hirer must remain open for the duration of that event.

5.2. Access to the Pop Up Shop will be available from 9:00 a.m. on the Monday of the hire period. The key may be collected from the Administration Office or from the designated key safe located outside Pop Up Units 1 and 3.

5.3. On departure, the Hirer must ensure that the unit is vacated and secured. The key must be returned to the key safe immediately upon departure.

6. Vehicle Access

6.1. Vehicle access to the site is strictly prohibited between the hours of 10:00 a.m. and 5:00 p.m. All loading and unloading must be carried out outside of these hours.

7. Waste and Cleanliness

7.1. The Hirer is responsible for maintaining the cleanliness of the Pop Up Shop during and at the end of the hire period. All waste must be disposed of in the designated bins located behind the Farmyard Café.

7.2. The Hirer must not use public bins for disposal of trade waste or excessive rubbish.

8. Utilities and Equipment

8.1. Electricity is included in the hire fee. A heater is provided for use within the Pop Up Shop. Please ensure that this is switched off at the end of each day.

8.2. The Hirer must supply their own furniture, display fixtures, and fittings. Any temporary fixings or adhesives used must not cause damage to the property and must be removed at the end of the hire.

9. Liability and Force Majeure

9.1. Wroxham Barns Ltd shall not be held liable for any delay, loss, or failure to provide facilities or services arising from circumstances beyond its reasonable control, including but not limited to adverse weather, power failure, fire, accident, or acts of terrorism.

9.2. The Hirer is responsible for any damage caused to the Pop Up Shop or its fixtures and fittings during the hire period. Any damage must be reported immediately and will be chargeable to the Hirer.

10. Smoking Policy

10.1. Smoking and vaping are strictly prohibited within the Pop Up Shop and throughout the Wroxham Barns Shopping Village.

By proceeding with a booking and occupying the Pop Up Shop, the Hirer confirms acceptance of these Terms and Conditions in full.

Correct as at 3rd November 2025.