

WROXHAM BARNS POP UP SHOP HIRE TERMS AND CONDITIONS
BY RENTING OUR POP UP YOU ARE AGREEING TO THE TERMS AND CONDITIONS BELOW

Name of hirer:

Permitted Use:

Your application to rent the Pop Up Studio would have been approved and a permitted use given based on the information you provided us at the time you made your application. An overlap of products with our permanent shops may have been agreed when your application was approved but it is important that you keep to the permitted use shown above. Wroxham Barns has the right to insist that any products are removed from sale if we think they conflict .

Public Liability

You will need to provide and display your own Public Liability Insurance policy.

Payment

Payment is required on receipt of the invoice. If you have more than one rental period booked, your first rental is due immediately and then each rental must be paid once the previous hire has ended. Payment is to be made by bank transfer, details of which are included on the invoice. **Your rental is not secure until payment has been received in full.**

Marketing

If we are able to; then we would really like to promote your stay with us, so please forward any images/links to social media and ideally a logo that we can use. Also a short paragraph explaining what you are about would also be very helpful.

Refunds & Cancellations

A full refund of the rental fee will be given if cancellation is made more than 28 days before the start of your rental period . No refund will be given if you fail to notify us of a cancellation or do not show up on the date agreed. If a cancellation is made within 28 days before the start of your rental period then we will of course try our best to fill your dates with an alternative business but no refund will be given if a replacement cannot be found. Please be aware of the time and administration required to re advertise the Pop Up Shop. Wroxham Barns Ltd reserves the right to cancel your booking up to 14 days before your booking date and a full refund will be given. Wroxham Barns does not need to provide a reason for cancellation, but reasons may include a change in business interest or another use for the space.

Opening Times

The Pop Up Shop **must be open from 10.00 am until 5.00 pm** during your 6 day rental period. If your rental period falls on a late night shopping evening, you will be expected to stay open for the duration of the event. We will notify you either at the time of booking or as soon as the event date has been agreed, giving as much notice as possible.

Arrival/Departure and Key

You may access the Pop Up Shop from 9am on the Monday. The key will need to be collected from the Administration office or there is a key safe (Code 6666) fixed to the outside of Pop Up No. 1 and Pop Up No. 3 A key should be found there if the office is unattended. . If you would like to access the pop up earlier than 9am, please just let us know and we will accommodate wherever possible. On the day of departure, there is no time limit regarding packing up. The site is accessible 24 hours.

Please leave the key in the key safe on your departure.

Vehicle Access

Please note that under no circumstances are vehicles permitted on site between the hours of 10am and 5pm. Unloading must take place outside of these hours.

Electricity

Included in the cost of the hire. A heater is supplied.

WIFI

Wifi is available; the password will be issued on arrival.

Staff Café Discount

During your hire period you will be entitled to free tea and filter coffee and 50% discount on purchases from our café/s. To qualify for the discount, please show your ID badge to staff when making your purchase. **PLEASE NOTE: the discount applies to the hirer of the pop up only, not friends and family. if there is any evidence or report of this being abused, then the discount will be removed.**

Pop Up Building/Fixtures and Fittings

The pop up is an empty space, you will need to bring all of your own tables, display cabinets etc. You may hang or display products on the walls using adhesive hooks that can be removed without causing damage to the walls of the pop up shop. Please check beforehand if at all unsure.

Wroxham Barns shall be under no liability for delay or failure to provide any services as a result of any act or circumstances beyond reasonable control including and not limited to, bad weather conditions, failure of power supply, injury, terrorism or fire.

Smoking Policy

Wroxham Barns employees, retail tenants and pop up studio tenants must adhere to a strict no smoking policy in and around the Shopping Village.

By renting a space at the Pop Up, Wroxham Barns you are agreeing to the terms and conditions above.