

Glasshouse Space Hire Terms & Conditions

These Terms & Conditions (the "Agreement") govern the use of our Glasshouse Space ("the Space") for hire. By booking and using the Space, you agree to adhere to these terms. Please read them carefully before making an enquiry.

1. Booking Confirmation

Your booking is **not confirmed** until full payment has been received. A booking confirmation will be sent once payment has been processed.

2. Booking Notice

A minimum of **fourteen (14) working days' notice** is required to secure your booking. We cannot guarantee availability for bookings made with less notice.

3. Maximum Capacity

The maximum capacity of the room is determined based on the specific setup and configuration of the space. Staff will assess and confirm the suitability of the room setup to ensure it aligns with safety regulations and comfort standards. Any changes to the setup that may impact the room's capacity must be approved by the staff prior to the event.

4. Plant Biosecurity Control

To maintain a healthy environment and protect our plants, **all plants** brought into the nursery must be pre-approved. This is to ensure they meet biosecurity standards and do not pose a risk to the existing plants in our care. Please include information about what plants you intend to bring into the Space on the Enquiry Form.

5. Working Nursery Environment

Please be aware that our Glasshouse is within a **functioning working nursery**, and it may be **busy and loud at times**. Activities such as planting, harvesting, and general nursery work may take place during your session. We ask for your understanding as we continue our daily operations.

6. Health & Safety

The Space is within a **working site**, and all individuals using the Space must follow Health & Safety instructions as directed by our staff at any given time. Failure to adhere to these instructions may result in the termination of your session for safety reasons.

7. Cancellation and rescheduling

We reserve the right to **cancel any session** if it does not align with the objectives or purpose of the Space, or if the event is deemed unsuitable for the environment or our operations. In the event of cancellation, we will offer a full refund or the option to reschedule the booking.

If you wish to cancel a booking with less than two (2) working days' notice, no refund will be provided. However, you may reschedule the booking for an alternative date, subject to availability. Please contact us to arrange a new date within a reasonable timeframe.

8. Liability

You agree to hold the Glasshouse and its staff harmless from any liability resulting from the use of the Space. We are not responsible for any loss, injury, or damage that occurs during your hire period.

9. General Terms

These Terms & Conditions may be subject to change. Any amendments will be communicated in writing prior to your booking.

For any questions or further details, please contact us directly.