

ROOM HIRE AGREEMENT

This Agreement is made on [Date] between:

(1) Sara Lomelli | Paper Floral Art ("Studio Provider")

(2) [Hirer's Full Name or Company Name] ("Hirer")

1. Premises

The Studio Provider agrees to hire to the Hirer the room located at [Full Address] ("Premises") for the purpose of conducting **creative workshops and related activities**.

2. Hire Period & Fees

The Hirer may hire the Premises at the following rates:

- £30 per hour
- £100 for a half day (up to 4 hours)
- £180 for a full day (up to 8 hours)

Bookings must be confirmed in advance and are subject to availability.

3. Payment

- A **50% deposit** of the total hire fee is required at the time of booking to secure the Premises.
 - The **remaining 50% balance** is due **7 calendar days before** the hire date.
 - If the balance is not received on time, the Studio Provider reserves the right to cancel the booking and retain the deposit.
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4. Insurance & Liability

The Hirer must hold valid Public Liability Insurance covering a minimum of £1 million and provide a copy to the Studio Provider before the hire date.

The Hirer is responsible for any damage to the Premises, furniture, fixtures, or fittings during the hire period and agrees to cover the cost of repairs or replacements as reasonably required.

5. Use of Premises

The Hirer agrees:

- To use the Premises only for **dry craft workshops**, including but not limited to:
 Sewing •  Embroidery •  Jewellery •  Knitting •  Calligraphy • Paper crafts
Painting, resin, or any water- or liquid-based workshops are not permitted.
- To leave the Premises clean and tidy at the end of each hire period.
- Not to cause nuisance or disturbance to neighbouring businesses; noise must be kept to a minimum in common areas (stairs, corridors, toilets).

Studio features include:

- ★ Tables and chairs for workshop setup
 - ★ Coffee machine, kettle, and milk frother
 - ★ Small washroom on the same floor (ideal for handwashing)
 - ★ Main toilet on the second floor
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6. Compliance

The Hirer must comply with all health & safety, fire, and building regulations while using the Premises.

7. Cancellation, Refund & Rescheduling

By the Hirer:

- Cancel **14+ days before** the hire date → full refund
- Cancel **7–13 days before** → 50% refund (deposit retained)
- Cancel **less than 7 days before** → no refund
- Rescheduling may be possible if requested at least **7 days in advance**, subject to availability. A £25 administrative fee may apply.

By the Studio Provider:

- If the Studio Provider cancels, the Hirer will receive a **full refund** or may transfer the booking to another date.
 - Refunds will be processed within **14 calendar days** of cancellation.
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8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

Signatures

Signed by the Studio Provider (Sara Lomelli | Paper Floral Art):

Name: Sara Lomelli

Date:

Signed by the Hirer:

Name:

Date:
