Terms and Conditions

#### Staff

A member of the Moon Lane Ink team will be available in the office (right next door to the Road room) or on the shop floor. Please feel free to let them know if you need any urgent assistance.

Rooms
There are two rooms available to you while you celebrate with us. The Garden Room is set-up to accommodate seating and tables for food and drink and the Road Room is set-up to host the entertainment. Please do not allow food or drink into the Road Room.

Timings

Your booking takes into account time to clear up. You have two and a half hours total, two of which are the party time with half an hour at the end to totally vacate the space. If you have booked 11.30 to 14.00 your guests should leave the party rooms by 13.30 allowing time to clear-up before the next event starts. In the event that you are very late leaving, you will be charged £10 for every 10 minutes that you run-over your booking time.

Tech

The Road room has a sound system and colour changing LED lights. Any damage to either of these facilities will result in the loss of your deposit.

Spills and stains

Water and cloth will be available under the kitchen sink to deal with spilled food or drink. Please ensure that the floor is wiped clean in the event of a spill and that the wet floor is considered a hazard while it dries.

The walls in both rooms are painted white and any stains will be assessed and charged at £10 should the stain be considered permanent and in need of repainting.

Clean-up

We will provide you with three bin bags- one for general refuse, one for mixed recycling and one for food waste. There will also be brooms, a dustpan and brush and a bucket and mop available for your use. The rooms should be left as you would expect to find them. You will lose your deposit if you fail to do this within the allocated time. Alternatively you can pay £25 and we will clean-up for you, but you must leave us the last half an hour of your booking to allow us to do so.

Safety gate

The safety gate at the top of the stairs should remain closed at all times during the party. All attending parents will be briefed on this on arrival however please be vigilant of children on the landing at all times.

**Thanks again for choosing to party with Moon Lane Books**

**We look forward to seeing you and your guests!**