



by Teapot Flowers

10 Railway Terrace, Rugby, CV21 3EW

Interim Hire Terms and Conditions

Charges

£9.95 per hour, please remember to allow for set up/ clear up time.

£79.50 per day, approximately 9am –5pm but willing to be flexible.

A non-refundable deposit of 50% is required to secure your booking. The full balance is due 7 days before your event.

Cancellation

Your 50% deposit is non-refundable and will be retained to cover loss of income from the cancellation. You can cancel your event up to a week beforehand, when the full balance is due.

Parking

You can pause on the double yellow lines in front of the studio to unload supplies etc. There is a public car park just down the hill from the studio, charges apply. We suggest participants are advised to park here too as most of the side streets are permit parking only.

Materials

We do not allow the use of floral foam in the Studio at all.

You are required to provide all of your own materials for your workshop. Use of Teapot Flowers' consumables is not acceptable and replacements will be charged for.

You may use the vases/ vessels stored at The Studio but these must be washed before you leave. Breakages will be charged for including replacement delivery charges. Please leave vessels upside down on the draining board if not dry before you leave.

Facilities

There is a toilet and washbasin at the rear of the studio.

There is a kitchen sink for cups etc. And a separate butler's sink for tools and vessels etc. The butler's sink is cold fill only; use the kettle if hot water is required.

There is a kettle, cups and teaspoons, please wash these after use. Please provide your own refreshments, and ensure all items are removed from the fridge on departure.

There is a small first aid kit. Please advise if you use any of the contents so that they can be replaced.

A broom, dustpan and brush, mop and bucket are provided. Cleaning products can be found under the kitchen sink. Please advise Gems if you notice these are running low.

There is a small supply of feminine hygiene products in the bathroom. Please advise Gems if you notice these are running out.

Please return the furniture to its original position, unless by prior arrangement.

Cleaning charges

Unwashed cups/ vessels/ etc. will incur a charge equivalent to the deposit of your booking. Likewise, if the toilet is left in an unacceptable state, the cleaning charge will apply.

The Studio is a non-smoking and non-vaping venue. Please ensure the front doors are shut if you or participants are outside smoking. Do not bring cigarette butts back into the studio.

Waste

Black trugs are provided to gather green waste.

If you are using British flowers and foliage, Teapot Flowers will take your green waste away to be composted. If you are using imported or a mix of imported and British materials, you must dispose of your own green waste.

We encourage you to reduce other waste materials and takeaway as much as possible to be recycled. Teabags can be composted.

Social Media

Please tag @the_studio_rugby in your social media. It is not necessary to tag Teapot Flowers unless they have provided flowers or foliage. We encourage you to post your own images of your session to your social media channels. The Studio may also take photos during your session for their own social media.

Bookings

You are required to manage your own bookings. Please provide Teapot Flowers with your preferred email/ weblink/ contacts so that customers can be redirected to you.

Depending on your workshop, we recommend a maximum of 15 participants in the studio. N.B. this number may be revised over time.

Sales Stock

The Studio will be stocking the work of other local artists for sale. Sales must be processed by Gems or Studio staff. Breakages will be charged to the hirer at retail value.

Deliveries

You are welcome to have materials delivered to the studio. If the delivery is outside of your booking, please make sure you have arranged that someone will be present to take in your delivery. Gems may be able to do this but please do not assume this. Flower & foliage deliveries will be taken into the Studio but not processed for conditioning unless by prior arrangement. Gems' time for this will be charged at £15 per hour or part hour.

We are grateful for your booking and hope that you feel at home in The Studio. Please let us know if there are things we can do or provide to improve your experience with us.