



## TRIBE PARTY IS A PLACE THAT MAKES GOOD THINGS HAPPEN

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Thanks for booking with us. We are proudly a social enterprise and your clear communication is appreciated.

Please read the following Terms & Conditions below; your payment will confirm acceptance.

- Prices are not subject to VAT.
- These rates have been updated from January 2021.
- Payment for the space will be requested and invoiced before your event date. If you are using the space on an ongoing basis, we will invoice you monthly.
- Members of Tribe Party and recurring bookings receive preferential rates. Please contact us for more details.
- Cancellations require 2 weeks notice to avoid costs.
- Payment confirms your booking.
- No refunds for cancellations with less than 7 days notice.
- Communicating to the public regarding cancellations or changes is up to the teacher/organiser.
- You are responsible for your own public liability insurance and carrying out your own risk assessment. Find a blank copy [here](#).
- When booking The Works, keep in mind there may be other permanent space holders using The Works.
- The booker will be responsible for opening and closing the building. A building induction must be completed prior to the event date.

### **Tribe Party wifi**

Network: Tribe Party coworking  
Password: 19windsorplace

### **Toilets**

There are ladies and gents toilets downstairs at the main entrance to the Hub and Tool library. The light switch is outside each door.

Toilets upstairs in the Hub are located off the kitchen area. There are baby changing facilities here too. The light switch is to the right of the doorway off the kitchen.

The toilets in the Works are accessed from the Works, through a door behind the reception space. The light comes on automatically.

### **Kitchen area**

There are kitchen areas in the Hub and the Works. Please leave the spaces as you found them, washing any cups etc.

If you would like us to feature any classes or workshops in our newsletter, please send brief information and an image, at least 30 days before the event and the sooner the better.

We love to encourage collaboration and how you can use the community to support your enterprises. Please get in touch with other teachers and facilitators and speak to us about any joint events.