



## **Winyl Lounge Hire TERMS & CONDITIONS**

1. **Payment** is up front when booking and is non-refundable within 48 hours of cancellation.
2. **Free Wifi** - this is unlimited fibre and should be enough to cover your business needs for zoom, teams etc and secure VPNs plus file sharing, or streaming music/video. There are restrictions on accessing illegal content or downloads as you might expect.
3. **Free VOIP calls** - There is an app on mobile or P.C plus a VOIP enabled handset.
4. **Free tea & coffee** are supplied as part of the hire. This is for instant coffee/teabags. There is a french press but you will need to bring your own filter coffee. If you wish an alternative to semi skimmed milk we can provide this at cost.
5. **Use of the kitchen.** A kettle for tea/coffee making and use of the sink are included. Please wash up after yourself. Use of cooker and utensils is £10 extra due to having to clean this after each use.
6. **Extra equipment.** If you require flipchart, printer, projector or extra screen let us know and we can provide these for a small deposit, just let us know your needs.
7. **Damages.** Any damage to furniture should be reported. Minor knocks or breakages are expected in the course of wear and tear, however any major damage or tears we will need to charge for I'm afraid. Please do not put up posters or use sellotape or blu-tac on any walls or surfaces.
8. **Fire & Security.** No smoking inside obviously. There is a wall mounted ashtray outside if you wish to smoke. There is a smoke alarm and fire fighting equipment installed. In case of fire, leave immediately using the fire equipment to aid your exit if required. There is a C.C.T.V camera installed for your safety and security as you may be lone working. We are able to view this from Winyl and remotely, but there is no sound so your conversations and calls will not be compromised.
9. **Music facilities.** There is a vinyl record player for your use with some records, you are welcome to bring your own. If you wish to purchase any of the records pop into the shop. There is a phone lead to play music through the record player or the "leo-phone" will take most phones and amplify the output.
10. **Cleaning.** Please leave the space as you found it and vacate by the end of your time slot, so we can clean down for the next booking. If you have booked for the evening session please vacate by 9.15pm.
11. **On exit** return the key to the key safe outside when you leave the building and when you have finished for your session. PLEASE don't take it with you even on a break in case you forget.
12. **Winyl Lounge** is a part of Winyl Ltd. Registered office 16 South Street, Manningtree, Essex CO11 1BB. Registered number 11329318. VAT number 324 4998 75