

Event Space Hire

TERMS AND CONDITIONS

The Temple | The Womb | The Café | Eden | The Pod | Private co-working hire

Provider	SOUL Wellness C.I.C., trading as SOUL Wellness Hub & Cafe
Company number	15059642
Registered office	The Former Methodist Church, Burnley Road, Sowerby Bridge, United Kingdom, HX6 2TL
Contact	info@soulwellnesshub.com +44 1422 836973
Effective date	11 September 2026
Covered spaces	The Temple, The Womb, The Café, Eden, The Pod and private hire of the Co-Working Space
Hire period	As stated in the quotation and booking confirmation
Booking deposit	20% of the total hire price, paid upfront
Permitted use	The event or activity approved in the booking confirmation

Please read these terms before booking. They apply when a person, facilitator, organisation or other event organiser (the “Hirer”) books one of the covered spaces from SOUL. The quotation and booking confirmation identify the space, approved activity, date, access time, occupancy, price, included equipment and any agreed extras. If the Hirer is legally a consumer, the SOUL General Terms and Conditions also apply. Mandatory legal rights always take priority.

1. Booking and confirmation

An enquiry, provisional hold or discussion with a member of staff is not a confirmed booking. A binding booking is made when SOUL sends written confirmation and receives the required deposit or other payment stated in that confirmation. The Hirer must check it promptly and report any error.

The Hirer must give accurate information about the activity, expected attendance, age range, timings, sound, equipment, catering and anything that may affect safety, licensing, staffing, neighbours or other users. SOUL may require an event plan, risk assessment, insurance evidence or other reasonable information before confirming or allowing the event.

The booking is personal to the named Hirer. It may not be assigned, transferred, shared with another organiser or sublet without SOUL's prior written agreement.

2. Space prices and what the booking includes

The prices below are the standard rates in the 2026 to 2027 Space Hire Booklet. The price and inclusions in the quotation and confirmation control the booking and will identify any discount, staffing cost or extra service.

- The Temple: £20 per hour Monday to Thursday; £25 per hour Friday to Sunday.
- The Womb: £15 per hour.
- The Café: £8 per hour for a large table for a group of fewer than 10 people; £25 per hour for a full-Café booking from 5pm. The Café remains open to the public until 7pm, so exclusive use before 7pm applies only if the confirmation expressly says so.
- Eden: £20 per hour to reserve the fire circle or covered stage until 7pm while the rest of the garden remains open to the public; £25 per hour for exclusive use from 7pm. Firewood is £5 per hour when requested and confirmed.
- The Pod: £15 for a two-hour booking.
- Private hire of the Co-Working Space: £15 per hour.
- Bookings totalling at least 5 hours qualify for a 10% space-hire discount; bookings totalling at least 10 hours qualify for a 20% space-hire discount. The confirmed quotation shows the discount that applies.

Catering, drinks, spa facilities, massage or practitioner services, additional rooms, staffing, technical support and other extras are not included unless expressly listed. Separate service, safety or cancellation terms may also apply.

3. Deposit, balance and other charges

A 20% deposit must be paid upfront to secure the booking unless SOUL agrees otherwise in writing. It is part-payment of the total hire price, not an additional charge. The remaining balance is due on the day the space is used. Payment afterwards is permitted only where SOUL has agreed this in writing before the hire date. Payment may be made by bank transfer or cash where agreed. Prices include VAT where applicable.

Reasonable additional charges may apply only for agreed extras, an unauthorised overrun, additional staffing or cleaning, or loss or damage for which the Hirer is responsible under these terms. SOUL will explain and evidence any amount claimed.

4. Cancellation and rescheduling

The 20% booking deposit becomes non-refundable when SOUL confirms the booking. SOUL then reserves the agreed date and time, removes the space from availability and begins booking administration and planning. This is particularly important where a long or weekend booking prevents SOUL accepting other full-day or multi-day hires. If the Hirer cancels, does not attend or asks to move the booking, SOUL may retain the deposit. The deposit is credited toward the price if the booking proceeds.

If cancellation or non-attendance causes reasonably unavoidable direct loss exceeding the deposit, SOUL may recover the additional loss up to the unpaid balance of the hire price. SOUL will take reasonable steps to rehire the space, cancel avoidable commitments and reduce the amount claimed. The retained deposit counts toward that loss and will not be charged twice.

Cancellation must be made by a clear written statement and takes effect when received. A request to change the date, time, space or activity is subject to availability and is effective only when SOUL confirms it in writing. SOUL will explain how existing payments will be treated before agreeing the change.

If SOUL cancels or cannot provide the confirmed space, the Hirer may choose a reasonable alternative, account credit or a refund of affected hire payments. SOUL will not retain the deposit or deduct an administration or payment-processing fee in that situation. Any mandatory cancellation or refund right remains unaffected.

5. Access, timing and capacity

- Access starts and ends at the times in the confirmation. Set-up, deliveries, sound checks, attendee entry and clear-down must fit within the booked period unless additional access is agreed in writing.
- The Hirer must not exceed the capacity stated by SOUL and must keep corridors, stairs, fire exits and access routes clear.
- Use is limited to the confirmed space and any facilities expressly included. Other rooms, storage and spa facilities remain outside the booking.
- An unauthorised overrun may be charged at the applicable rate where it causes additional use, staffing or disruption. It does not create a right to remain.
- SOUL may enter a booked space in an emergency, for urgent safety or maintenance, or after reasonable notice where practicable.

6. The Temple and The Womb

The Temple is approximately 1,450 square feet with a sprung wooden floor. Available equipment includes a two-speaker PA system, eight-channel mixing desk with Bluetooth, a Shure SM58 microphone, 25 folding full-size chairs, two large folding tables and a projector with screen on request.

The Womb is approximately 390 square feet and normally contains 10 floor chairs. Available equipment includes a Behringer MPA100BT two-channel PA speaker with Bluetooth connectivity, a wireless microphone, 25 folding full-size chairs, two large folding tables and a projector with screen on request.

Equipment and furniture are subject to availability and the confirmation. The Hirer must identify technical requirements before booking, follow instructions, report faults promptly and keep cables, furniture and decorations clear of exits and other hazards.

7. The Café

A large-table booking gives the Hirer use of the confirmed table, not private use of the Café. A full-Café booking may include dining tables, the lounge and the stage with its PA and lighting where confirmed. The Café remains open to the public until 7pm unless the confirmation expressly grants earlier exclusivity.

SOUL retains control of Café operations, shops, catering, food and drink service and the log-burning stove.

8. Eden

Eden includes a garden, covered stage, seating, a mini children's play area, a food-truck area and a fire circle. Before 7pm, reserving the fire circle or stage does not give exclusive use of the whole garden; other visitors may continue to use the remaining areas. Exclusive use starts only at the time expressly stated in the confirmation.

A fire may be used only in the approved fire circle, with confirmed firewood, continuous competent adult supervision and compliance with staff instructions. SOUL may refuse, restrict or stop a fire because of weather, local conditions, maintenance or fire safety. No other flame, barbecue, heater or hazardous item may be brought in without prior written approval.

9. The Co Working Space

A private booking gives the Hirer use of the Co-Working Space for the confirmed period. It includes a conference table seating approximately 6 to 8 people, a wall-mounted whiteboard and access to Wi-Fi. Printer and laminator use costs extra per sheet at the rate displayed or confirmed at the time of use.

Internet speeds of approximately 280 Mbps download and 50 Mbps upload are indicative and may vary. The Hirer must save and back up work, protect devices and confidential information, and decide whether additional security such as a virtual private network is needed.

Hot-desk access may be closed during a private booking. The Hirer must work quietly and use only the areas included in the confirmation.

10. The Pod

The Pod is a children's play and learning space. Children must remain under active adult supervision. The Hirer must maintain safe numbers and age-appropriate activity, use equipment as intended, return the space substantially as provided and report hazards or damage immediately.

The Hirer is responsible for safeguarding, parent or carer permissions and any checks legally required for its staff, volunteers or activity. SOUL does not provide childcare unless the confirmation expressly says so.

11. Approved activities and conduct

A space may be used only for the event or activity approved in the confirmation. A material change to the format, attendance, age group, music, equipment, catering, ticketing or commercial activity requires SOUL's prior written agreement.

- The Hirer must run the event lawfully, safely and respectfully and prevent harassment, threatening conduct, obstruction, excessive noise and serious disruption to other users or neighbours.
- Alcohol must not be brought onto, supplied, sold or consumed anywhere on the premises. Food purchased elsewhere must not be consumed on the premises, unless agreed by us as a reasonable adjustment, required for a medical need or infant feeding, or otherwise required by law. SOUL catering options can be arranged in advance.
- Candles, incense, sage and similar items are permitted when safely supervised, placed on a stable heat-resistant surface, kept away from combustible materials and fully extinguished before leaving. The Hirer must follow staff fire-safety instructions. Smoke or haze machines and other hazardous equipment require prior written approval.
- Smoking, vaping, illegal drugs and intoxication that creates a safety or conduct risk are not permitted.
- Amplified sound and music must remain within agreed times and levels. The Hirer must reduce or stop sound when reasonably instructed by SOUL.
- The Hirer must obtain any licence, permission or consent required for the event, except where the confirmation expressly states that SOUL will provide it.
- Spa facilities and treatments must be booked separately under their own safety and booking terms.

12. Event management and Hirer responsibilities

The Hirer controls and is responsible for the event, its workers, contractors, volunteers, performers and attendees, except for matters that remain under SOUL's control. The parties must co-operate on safety arrangements and follow the allocation of responsibilities in the confirmation, event plan and site briefing.

- Nominate a responsible person who will be present throughout and can act on instructions from SOUL.
- Brief workers and attendees on relevant rules and emergency arrangements, keep an attendance count where requested, and assist with an evacuation or incident.

- Provide suitable supervision and safeguarding for children or vulnerable people, including any legally required checks.
- Maintain suitable public liability, professional or event insurance and any qualifications or registrations reasonably required for the activity, and provide evidence on request.
- Manage ticket sales, attendee contracts, refunds, advertising and participant communications. Marketing must not imply that SOUL organises, supplies or endorses the event unless agreed in writing.

13. Cleaning, property, damage and additional costs

The Hirer must leave the booked areas clean, tidy and substantially as provided, remove event materials and waste as instructed, and report damage promptly. Decorations, adhesives, fixings or alterations require prior approval.

The Hirer is responsible for reasonable, evidenced direct repair, replacement, excessive-cleaning and loss-of-use costs caused by their breach, deliberate act or negligence. A charge excludes ordinary wear, routine cleaning and loss caused by SOUL's failure to use reasonable care. SOUL will explain and evidence the proposed charge and allow a reasonable opportunity to respond.

The Hirer must secure property brought to the premises. SOUL is responsible for loss or damage only to the extent caused by its breach or failure to use reasonable care.

14. SOUL responsibilities and right to stop an event

SOUL will take reasonable care to provide the confirmed space clean, functional and available at the booked time, maintain premises and equipment under its control, and provide relevant site and emergency information.

SOUL may pause or stop an event, refuse entry or require a person to leave for a serious safety risk, unlawful activity, abuse, material breach, non-payment or failure to follow an urgent instruction. Where reasonably possible, SOUL will explain a correctable breach first. Any refund or charge will reflect the services supplied, responsibility and actual loss.

For disruption outside its reasonable control, SOUL will take reasonable steps to minimise the effect and offer an alternative, credit or refund where required by the agreement or law.

15. Liability

Each party is responsible for foreseeable loss caused by its breach or negligence. The Hirer is responsible for claims arising from the event or services it supplies, except to the extent caused by SOUL. Nothing excludes or limits liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or anything else that cannot lawfully be excluded.

For a business Hirer only, neither party is liable for indirect or consequential loss, or loss of profit, revenue or business opportunity, where that exclusion is lawful. The Hirer remains responsible for direct claims, damage and costs arising from its event.

16. Information, complaints and legal terms

Each party must comply with data-protection law for information it controls. The Hirer is responsible for attendee, worker and ticketing information. SOUL processes booking information under its Privacy Notice. The parties will document their roles if either processes personal information for the other.

Raise concerns promptly using the contact details above. These terms, the quotation and confirmation form the event-space hire agreement. The SOUL General Terms also apply where the Hirer is a consumer; these event-space terms take priority if they conflict, subject to mandatory law. If part is unenforceable, the remainder continues. A delay enforcing a right is not a waiver. The laws of England and Wales govern the agreement. A consumer may also use any court with mandatory jurisdiction where they live.