

CONDITIONS

Private events - If the person renting the room has paid the standard fee to make the use of the room private, they have the right to ask a staff member to ask other visitors not part of the private event to leave.

public events - Payment for the use of the space is agreed on an individual basis, systems include percentage of donations received, a set fee, or getting a guarantee of promotion and customers. Tchaiovna wishes to encourage grassroots art projects and community while also paying the bills.

For public events, we like to treat the organisers of events well, and depending on the size of the event, the size of the production team we can offer drinks at staff prices, a few free drinks per person all the way up to free drinks for the duration. The offer of this will be made when making the booking. This is under condition that it is a public event with many other customers coming.

The Teahouse has a high running cost to be able to offer the best for you, the customer, so please encourage your guests to enjoy food and drink from our eclectic menu. For Private use, if you require no interruptions please discuss with the staff and allow time for guests to order drinks before at the bar.

The noise restrictions must be adhered to. All performance must finish before 10pm. The use of amplified music must be discussed beforehand.

The room must be left in the same state it was found in, furniture and items back where they were.

Sound system, mics, lighting and projector are available, but require the hire of a technician and prior agreement with the theatre.

Consumption of personal food and drink must be discussed with management prior to the event. Catering can be provided. For own food we ask for 50kc per person surcharge which needs to be agreed beforehand, plates will be provided. Own drinks are not permitted. For birthday cakes we are happy to supply plates for free in exchange for a slice of cake for our hungry tea staff. We discourage use of disposable plates and try to recycle everything we can.

For compliance with OSA (the music mafia of Czech Republic) music events must be for donation only, or the organisers must take full responsibility for payment to OSA and sign a contract with Tchaiovna (Tchaiovna can help with information on avoiding payment by sending them a statement of intent signed by all band members prior to event).

Theatre

Use of the Art room as back stage requires additional booking & must also be left in the same state with furniture back where it was.

The theatre cleaning cupboard may be used for storage of personal items and is lockable.

CONDITIONS Rehearsal room

The room is for the use of those who have booked it only. When leaving please lock the door behind you and inform a member of staff so that they have time to check it before the next booking.

Please leave the room in good time for the next booking, in the state you would want to find it in.

Due to the nature of A Maze in Tchaiovna and its hidden rooms, there may be other guests exploring and open the door. We recommend locking the door behind the fridge and putting up the 'do not disturb' sign so as not to be interrupted. If needed, ask a member of staff and the second door can be used for access.

In the event of a fire use the other door marked which leads into the hall and out instead of re-entering the teahouse.

The noise restrictions must be adhered to. As this room does not have sound insulation, music rehearsals are not permitted, & although we encourage artistic creativity, we ask that shouting and screaming are kept to a minimum.

Please bring your dirty glasses to the bar.

To maintain the standard for all users throughout the day we ask that consumption of food in this room is kept to a minimum. Own drinks of alcohol and caffeine are not permitted as the teahouse prides itself on it's excellent beverage.

Unless requested, the staff will not come into the room. Please allow time for guests to order drinks at the bar beforehand. The Teahouse has a high running cost to be able to offer the best for you, the customer, so please encourage your guests to enjoy food and drink from our eclectic menu.

Art Room CONDITIONS

This is not a room for loud noise, and as it is adjacent to the theatre we ask that noise is kept to a minimum during theatre performances.

Use of the Art room as a back stage requires additional booking.

The room must be left in the same state it was found in, tables clear, furniture and items back where they were. (please, this includes if you use the room as back stage)

Use of the art equipment in the cupboards, which are locked, is for those with an Art Club Membership. If you need something specific you may ask a member of staff (though they might not know where things are) and return it after. If you wish to get Art Club Membership, please ask Helen Fell.

If you need to leave something to dry, please discuss with Helen where the safest place is. As many different people are using the space, there is very little room to leave delicate art, so please plan and confirm before making.

There is little space for storage, and as many different people use the space we have to be ruthless to keep the space clean and tidy. If you need to store items, please discuss beforehand. Do not leave items loose in the room expecting it to be there next time.