

## **ARMPIT BOOKING**

### **GUIDANCE FOR APPLICANTS**

1. Anyone can book the Armpit although preference will be given to local individuals and groups, particularly in event of any conflicts.
2. Bookings can be made on days the pub is open (currently not Mondays) and during the following times:
  - Tuesday – 6.00 PM to 11.00
  - Wednesday 11.00-3.00, 5.00-11.00
  - Thursday – 11.00 -3.00, 5.00-11.00
  - Friday – 11.00-3.00
  - Saturday – 11.00-5.00
  - Sunday – 11.00-11.00

Bookings outside of these hours will be considered dependent on nature of activity.

3. Bookings that are deemed by the Committee to be of a political or unsuitable nature will not be accepted.
4. Currently, no music is permitted before 7pm – a small speaker can be used if it cannot be heard outside the Armpit.
5. Cancellations must be notified within a minimum of 24 hours of the event.
6. Occupancy is 25 for parties, 35 if seated event.
7. Where a booking is for a period that the pub is not open applicants should note that toilet facilities will not be available.
8. Bookings are for the Armpit alone. If the group wish to move location this must be discussed and agreed with the tenants.
9. All applicants must complete the booking form and should not advertise the event until approval has been given.
10. Where the booking includes the applicant providing their own catering (parties, birthdays etc.) the expectation is that drink is purchased from the pub.
11. The tenants and the committee reserve the right to stop an event if it is deemed to be causing an issue for other clients, the neighbouring area or presents a risk.

## USAGE

1. The Armpit will be opened, heating and lighting turned on as required.
2. Any required set up for the event must be done by the applicant, who must attend in good time in order to set up ready for the start and clear up on completion.
3. The space must be returned to its original state on completion of the event.
4. All rubbish is to be cleared into bags provided for disposal.
5. Bar staff will collect pub glasses.

**The Armpit costs circa £2.00 per hour to heat and there are cleaning costs. If you are able to, please consider making a donation towards these costs in the Honesty Box attached to the wall near the entrance to the Armpit.**

Please email [armpitbookings@brewerscommunitypub.co.uk](mailto:armpitbookings@brewerscommunitypub.co.uk) for information/the form to be completed.