

YARD Booking Policy

YARD is a three-storey town house based in Ladywood Birmingham. YARD is available for hire for various projects and events and is made available by MAIA to offer space to individuals and organisations on a sliding scale pricing structure. All income generated from bookings assists us in serving our communities through space, creative programming and resources.

We want to continuously build new relationships with folks in and around the city and hope that in booking the space there will be opportunities to connect together. This policy is a guideline only and we encourage you to speak to the team in person at every opportunity.

Event Booking Criteria

YARD reserves the right to accept, modify, refuse or terminate bookings in accordance with this policy. When evaluating potential events, we shall work from the following considerations:

- The suitability of the space for your event
- The capacity of the space in respect to your guest numbers
- The impact it your event may have the our neighbours
- The potential for an on-going relationship

Operational

YARD is generally available for bookings on Mondays, Fridays and Weekends. This fits around our current community programme, FREE YARD.

Our hours of operation are between 9:30am - 10pm. We offer half day bookings which are up to 4 hours and full day bookings which are up to 8 hours. Full day bookings can be extended for an extra charge. We also offer bookings which can include an overnight stay.

Where possible, bookings should be confirmed no later than 2 weeks prior to the date of the event.

All YARD rates give you access to the entire space for the duration of your booking,

Payment

You will be required to pay a 50% deposit to secure your booking. Once all of the terms are agreed, you will be sent an invoice. On payment, your booking is confirmed. The remaining 50% will be due by the date of your booking. If preferred, invoices for the full amount can be sent. If you go over the agreed hours, an additional invoice will be sent after your booking.

For invoicing purposes, YARD will require some details from you which will be requested upon agreement of your booking.

*All rates are inclusive of VAT.

[YARD rates](#)

Cancellations

You can cancel your booking with a minimum of 48 hours notice. Deposits are non-refundable due to YARD arranging staff, cleaning and dates. In the event of cancellation, you will not be charged for the remaining balance and we will work to reschedule your event at a suitable time. If your booking must be cancelled due to force majeure, such as extreme weather, national or global emergency etc, you will receive a full refund. No additional cancellation fee will occur.

Waivers

You have the option to book the space exclusively or with a member of the YARD team present for the duration. If you are using the space unsupervised, you will be required to sign a waiver agreement including a key handover statement. If you lose the key, you will be required to pay a £15 fee to cover replacement costs. The waiver will be sent to you once your deposit has been paid along with confirmation.

YARD Care and Considerations

YARD is located in a residential neighbourhood in Ladywood. For this reason, it is imperative that any event happening here considers our neighbours here. We have put the following rules in place to honour this:

- Bookings must end by 10pm
- No loud music passed 9pm
- No access to shared garden located at the back of the property
- No birthday/engagement/christening etc parties

YARD is a community space and a base for MAIA (organisation). We ask that during your booking, the space is treated with as much care and respect as you would treat your own home and ensure anyone visiting operates in the same manner.

YARD's equipment

When you book space at YARD, you have access to the entire space including all equipment here. Below is a basic list of what YARD has:

- Wifi
- Smart TV
- Fully functional recording studio
- Laptops
- Podcast equipment



- DJ decks
- Canon camera
- Full kitchen appliances & utensils
- Tableware & cutlery
- Towels & bed sheets
- Washing machine
- Ring lights
- Extension leads

How to book

To enquire about booking YARD you can either get in touch by filling out this [Booking form](#), get in touch with the team by emailing yard@maigroup.co. You can also come and visit us during FREE YARD on Tuesday's 12pm - 8pm, Wednesday 10am - 4pm and Thursday 12pm - 8pm. Check out our FREE YARD programme [here](#).