



Atticus

26 King St. LA1 1JY

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atticus@tomattic.com

Hire and Use of the Atticus, the Notice Board and Window

Atticus is free* to use by writers, artists, musicians and in support of any good cause. We are a not for profit shop and support Tasikoki Wildlife Rescue Centre in Indonesian and other charities.

What we can offer.

- A Venue. A small venue in central Lancaster that can hold about a dozen people. Suitable for readings, solo or duo performances, talks, book signings etc. We can usually offer you use of the window and noticeboard for a few days before your event.
- A Shop Window. We can offer the shop window to promote books, CDs, events etc.
- A Notice Board. We have a large outside noticeboard that can be used to promote your event, book or charity.
- A Meeting Place. We will consider letting groups use the shop for regular meetings but this will depend on the booking schedule and in general we prefer one off events. If you are a group looking for a venue please get in touch and we can talk about the possibility of using Atticus.

Using the shop as a venue.

- The shop can be booked all day. Sun, Mon., Tues. and evenings after 6pm.
- You will be asked to fill in and sign a booking form giving details of the event and an emergency contact number.
- The centre table comes to pieces and shelves can be moved to give a clear space for readings or performance. We ask that you replace the table, shelves and books as you found them.
- Breakages and damage. We ask that you pay the replacement value of any breakages or damage.
- Refreshments. We can offer a basic six cup filter coffee machine and are happy for you to bring in refreshments and any cups, plates etc. that you may need.

- We expect you to clear away and Hoover up serving refreshments. Any stock damaged by spilled drinks or food will be charged to you at the sale price.
- If there is no one to let you in and lock up we can arrange for a key to be given to a nominated key holder. It is important that we know who is holding the key at all times in case of any emergency.
- We expect you to do all the publicity, press releases and promotion for your events. though we are happy to include it in the Atticus newsletter.
- All events should be free. You can ask for a donation to a charity or to go towards costs but cannot charge an entrance fee.
- Selling in Atticus. You are free to sell crafts, artworks, CDs, books etc. in the shop but only on behalf of a charity, benefit or other good cause. We retain the right to decide what defines a 'good cause' in relation to hiring Atticus.
- We would ask that you mention the causes that Atticus supports to members your audience and encourage to join our mailing list. (We will provide info. on Tasikoki Animal Rescue Centre for you to use.)

How to book.

Come into the shop or email atticus@tomattic.com with details of how you would like to use the shop.

The notice board and window will be unavailable for one week before any shop event.

*A small donation to of stock or cash is always welcome but not obligatory

ATTICUS BOOKING FORM

Name.
Address.

Email.
Mob.
Phone

I wish to book
the shop
window
noticeboard
(Tick as appropriate)

What is it that you are planning to do?
(Give a brief description of the event, promotion, performance etc. you are planning.)

Date.

Time

I have read the terms of hire for Atticus and agree to the conditions stated in these terms of use.

Signature