



Welcome to Brown and Green LIFE

LIFE Upstairs is a unique community events space set amongst the trees and dinosaurs within Crystal Palace Park. Situated above the Brown & Green LIFE café, it is available to hire for pretty much anything your heart desires!

From community classes, to private parties, to weddings - LIFE Upstairs is the perfect space. With its cavernous 9m vaulted ceiling, stunning balcony overlooking Crystal Palace lake and its own private treehouse-style bar and kitchen, the space is extremely versatile for a range of occasions and events.

- The space is available for hire for £35 per hour for private hire, £25 for community classes, £20 for groups who choose to donate a percentage of their profits to charity, and £0 for charities.
- In the evenings the space can only be booked as full evening hire, £350 from 6pm, except for charity groups who are welcome to use the space at any time for no charge.
- The space must be left tidy and clean. You are welcome to move the tables, as long as you're happy to push them all back against the wall at the end of your time.
- The space can hold up to 100 people, you are welcome to organise an entertainer, DJ or band if you wish.
- If you are hiring in the evening, entry to the space is not permitted until 6pm.
- We DO NOT allow people to bring their own alcohol into our space. We also only allow catering from our recommended caterers list. Please ask for this list if you are interested.
- We only accept payment by bank transfer directly into our account. All bar tabs must be paid on the night.. Please be prepared for this.
- The use of matches, lighters, candles and incense or cooking equipment is prohibited. (Including chafing dishes, popcorn/ candy floss machines/ slush machine/ BBQs.
- You are welcome to use the balcony as part of your hire, but we cannot guarantee that no one else will sit on it.
- The hire doesn't include use of our plates/cups/ cutlery etc so please remember to bring your own!
You are welcome to use our music system - Connect via blue tooth using Adrasta 0022.
- We accept that from time-to-time, accidents and normal wear and tear will happen but ask that the space is left in the same condition in which it was found.

REGULAR GROUPS

- All insurance documentation must be supplied when requested.
- The booking lead will be in control of bookings and payment.

- The booking lead will take a register of the number of attendees to the session and share with Brown and Green upon request.
- Booking fees are still due if a session is cancelled.
- We recognize that regular groups may be interrupted by Easter and Christmas holidays and on Bank Holidays. Therefore, the booking lead has the option of suspending their Regular classes during these periods, without incurring a cancellation fee.
- The community space shall not be used for any other purpose than has been agreed without the previous written consent of Brown and Green.

EVENT RULES AND REGULATIONS

- If you are hiring in the evening, please be aware that we are only licenced (alcohol/ live music/DJ) until 11pm.. with background/ acoustic music allowed until 11.30!
- All guests will vacate the venue by 00.00 hours. This is non negotiable.
- Your time slot includes your set up and clear down. If you need longer please tell us and we will increase your booking and send a new invoice.
- There will be strictly no smoking or drug taking within the space.
- There will be no alcohol sourced from outside the venue. If anyone is found with their own alcohol we will be ending the event immediately and you will not be refunded.
- The community space shall not be used for any other purpose than has been agreed.

B&G xx