

Thank you for booking your event at Brailsford and Ednaston Institute. Our hall is essential to life in our village and it is very much loved. Please respect our hall and help us to keep it available for everyone who wants to use it.

The total number of people on the premises at any one time is determined as follows:

Dance/Disco	170 maximum
Party (seated at tables)	120 maximum
Panto/Concert (seated)	125 maximum

(Under no circumstances must the maximum number of people in the building exceed 200 at any one time.)

Although you have exclusive use of the premises for the period of your booking, we may sometimes need to carry out maintenance work. Trustees of the charity or authorised tradesmen who need to enter the premises during your booking will normally arrange this with the hirer but on rare occasions this may not be possible.

The Hirer, who must be over 21 years of age, is the person in charge and must be on the premises at all times during the event. They must be immediately available if there is an emergency and be familiar with emergency exits and procedures. A copy of our policies and procedures is located to the right of the serving hatch.

Alcohol is not allowed to be sold on the premises unless sold by a licensed bar on the premises during the function. Application forms for a bar licence (Temporary Event Notice TEN) are available on request from Derbyshire Dales licensing section on 01629-761313 or on their website. If a bar is provided it **must close** not later than midnight on the above date.

Nothing which may involve danger to the public can take place on the premises. Such activities include: Storage and use of fireworks, storage and use of dry ice, or lasers. the use of real flames or smoke machines, boxing, wrestling, judo, karate, hypnotism or similar activities.

You must not allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises. You are responsible for complying with all relevant legislation while on the premises.

The premises must be evacuated immediately if:

There is a fire  
a bomb warning is received  
there is a gas leak  
normal lighting fails.

People must not be allowed to re-enter the hall until all services and systems are restored and the building is declared safe by the person in charge.

The premises must be left in a clean and tidy condition ready for the next user. There are photos at each end of the hall to show things belong. When you leave, please ensure all doors and windows are closed, the toilets have been flushed, any rubbish is taken away or placed in the bins provided outside and lights switched off. Lights in the toilets are on a timer and will switch off automatically.

**Our refuse collection facilities are limited. Please take your rubbish home with you. The general waste collection will only empty the bin and they will not take any excess. There are plenty of bins for recycling for paper, card, glass and plastic situated on the east side of the premises. There is a recycling bin in the kitchen to help you sort the waste. Bins are clearly marked. Please recycle as much as possible. Do not leave general waste at the hall – we would need to ask one of our volunteers to take it to the tip which is unfair and a charge of £30 will be deducted from your deposit (if applicable).**

Please report any damage or breakages to the bookings secretary immediately.

Please respect our neighbours and keep noise down. Noise should be reduced after 10.30 and windows closed to limit disruption. If your event is in the evening, please leave the building quietly.

Cancellation of a booking more than four weeks prior to the event will not be charged. Cancellations with less than four weeks notice may incur a charge. Please make payment before your event. Payment will confirm acceptance of the above terms and conditions.

If you require cutlery or the hire of the PA system, please request this from the bookings secretary. PA system hire costs £10 per day.

If you have any suggestions on improvements which can be made to our hall, please let us know.