

## Terms & Conditions

We have in place certain rules and regulations for various different types of usage of our facilities and we have provided some of those rules here.

- No Smoking is permitted anywhere on the Institute's premises.
- At all times there must be someone present who is familiar with the evacuation procedures.
- The bar must close 30 minutes before the finishing time stated on the booking form.
- It is of the utmost importance that the event finishes at the time stated on the booking form, Scarborough Council determine the max time that the hall shall permit an event to go onto.
- No glasses or alcohol to be taken out of the main hall.
- The hall to be completely vacated 30minutes after the stated finishing time.
- The kitchen to be left clean and tidy on the night unless previously arranged with the caretaker.
- Any Damage or breakage's caused in any part of the hall at the event to be paid for in full.
- At any event where 18 year olds and under are present there must be a reasonable amount of adults in attendance as supervisor's.
- The Licensing act of 2005 stipulates that at events where there is alcohol being sold there are adults in attendants at the main entrance doors to prevent Alcohol being taken outdoors and uninvited guests or none ticket holders be prevented from entering the institute.
- Scarborough Borough Council determines the maximum time that the hall shall permit any event to finish, it is of the utmost importance therefore that your event finishes promptly at the time stated on the booking form. To prevent a user contravening the law it is recommended that your event finishes 5 to 10 minutes before the time stated.
- The hall is to be completely vacated 30 minutes after the finishing time stated. After 30 min the caretaker will come into the hall to start cleaning up.
- Please be considerate of the nearby residents when using the Institute and particularly when leaving at night; be as quiet as possible.
- If the Hirer's of the hall feels either too cold or too warm then please adjust the temperature by pressing the plus sign for a higher temp or the minus sign for a cooler temp.
- For full instructions on the use of the cooking facilities, please go to our Cooker Instructions...
- If the fire alarm sounds accidentally during an event, please follow these instructions to reset it:
  - THE KEY TO RESET THE FIRE ALARM IS KEPT IN THE FIRST DRAW IN THE KITCHEN IN THE FIRE ALARM RECORD BOOK
  - INSERT SMALL BLACK KEY INTO THE KEY HOLE
  - TURN THE KEY A QUARTER TURN CLOCKWISE TO THE TOP RIGHT SIDE OF FIRE ALARM CONTROL BOX
  - THEN PRESS THE CONTROL BUTTONS IN THE CENTRE OF PANNEL PRESSING NUMBERS 1.2.3. IN THAT ORDER WITH SLIGHT PAUSE BETWEEN