



Booking terms and conditions for "SALEN" at Kulturstedet Lindegaarden

A booking agreement is made by email between the hirer and Kulturstedet Lindegaarden. The hirer confirms the agreement by accepting the booking terms and conditions by email. The premises can be booked by people over 25 years of age.

Terms of Payment:

- Payment of deposit according to invoice. In case of lack of payment, the agreement lapses.
- The full amount must be paid according to invoice, and payment is a condition for access to the premises.
- Payment of deposit and rent can only take place after receipt of invoice.
- For evening events in "SALEN" and "STUERNE", the deposit amounts to DKK 2,500. If the booking conditions are not met (Read: **special conditions relating to music**), the deposit is lost.

Cancellation policies:

- Cancellation up to 90 days prior to the event: No cancellation fee
- Cancellation from 90 days and up to 3 weeks prior to the event: 50% of the total amount is refunded.
- Cancellation later than 3 weeks prior to the event: No refund, the total amount will be invoiced.

Access and keys:

- The hirer cannot expect to get access to the premises before or after the date and time booked.
- A key can be handed out in the office hours of Lindegaarden (one week prior to the event at the earliest). After the event, the key can be dropped in the mailbox (placed in the driveway to Lindegaarden). Make sure that doors and entrance port are locked.
- For lost keys a fee of kr. 250 will be charged.
- In connection with full day events, it will often be possible to get access the night before (from 7 p.m.) for a fee of kr. 500.
- It will often be possible to postpone the clean-up after the event until the following morning (until 10 a.m.) for a fee of kr. 500.

The following is included:

- Party rooms, electricity consumption, tables, chairs, tableware, and a preparation kitchen. Towels, wipes, and toilet paper are available. Coffee is free.
- Please note that if "STUERNE" are booked, the guests here will have access to the toilets in "SALEN".
- Final cleaning is included, but cleanup, as described in the Cleanup and Delivery section, is not included.

Responsibility:

- The hirer has full responsibility for the premises during the booked time. This includes checking that windows, doors, and entrance port are securely locked when Lindegaarden is left.



- The hirer is responsible for any regulatory approvals, insurances and other things related to the event. The cost of this is irrelevant to Lindegaarden.
- The hirer is fully responsible for the event, including keeping windows and doors closed when music is played. Out of consideration for the neighbours, only subdued music is allowed, and only until 10 p.m. Violation of this will result in full or partial withdrawal of the deposit.
- **After 10 p.m., music is NOT allowed.** If music is played after 10 p.m., the event may be closed without further notice. The audio control system will warn when sound exceeds the allowed sound level. Ignoring the warning will cause the sound system to pause. It is not allowed to bring your own sound system.
- As far as possible, the port must be kept closed after 11 p.m.

Not allowed:

- Smoking is not allowed in any parts of Lindegaarden. Smokers are referred to Peter Lunds Vej. Please don't leave cigarette butts.
- No fireworks, neither from Lindegaarden nor from the surrounding areas (Bondebyen).
- Open fire is not allowed. The use of gas grills only by prior agreement.
- Only subdued music allowed. **Music after 10 p.m. is not allowed.**
- After 11 p.m. stays in the driveway and garden areas in front of the property should be avoided.
- No parking inside Lindegaarden or in the driveway. Loading and unloading is permitted. Parking for disabled people inside Lindegaarden is allowed near SALEN.

Cleanup and return of the rooms:

- Both rooms in "SALEN" must be cleared and the floors swept.
- In the dining room, tables should be placed as indicated in **FIG 1**. The tables must be wiped, and the chairs turned upside down and placed on the tables.
- If additional tables and chairs have been used, they must be put back in place as shown in **FIG. 2**. 8 chairs in each stack with the back of the chairs facing the hall, 2 rows with 6 stacks in each row.
- Countertops and table legs must be placed as shown in **FIG. 3**.
- If something has been spilled on the floors, remove it. This also applies to toilets, kitchen, hall and wardrobe.
- The kitchen must also be cleared, and the tables wiped. The dishwasher must be emptied, and the filter cleaned.
- Tableware and thermos must be cleaned and put back in place
- All waste must be removed. Waste containers at the entrance to Lindegaarden. In case the containers are full, it is hirer's responsibility to remove the waste. No empty bottles in the containers. Glass containers can be found in Nørregade.
- Broken glasses and other tableware: DKK 30 per unit.
- Other damages are paid by the hirer at the cost of restoring/repairing the damaged.
- **Failure to comply with the above will result in full or partial withdrawal of the deposit.**

Thank you for choosing Lindegaarden for your event

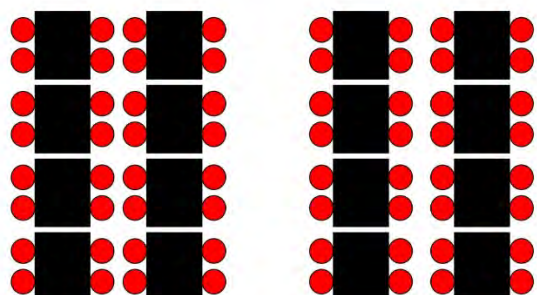


FIG. 1

**Dining room
20 tables with 4 chairs each, a
total of 80 seats**

**The dining room must be returned
with the tables wiped, and the
chairs turned upside down and
placed on the tables.**



FIG. 2

**8 chairs in each stack with the
back of the chairs facing the hall, 2
rows with 6 stacks in each row, a
total of 96 chairs**



FIG. 3

**Countertops and table legs must
be placed alternately as shown
here**

**Please remember to wipe the
surfaces**



FIG. 4

Grand piano and Electric piano are positioned along the wall to maximize floor space. The Grand piano must not be moved

