KULTURSTEDET LINDEGAARDEN

Terms and Conditions for Renting the “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 30 days prior to the event: No cancellation fee
- Cancellation from 30 days and up to 2 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.
- Access the day before will be possible against payment of 50% of the rent (if available). It is also possible to postpone the clean-up after the event until the following morning until 12 against payment of the hourly rate. However, this does not apply during the confirmation period, which extends from 2 weekends before to 2 weekends after Ascension Day. During this period, full rent must be paid.

The following is included:

- Party rooms, electricity consumption, tables, chairs, tableware, and a preparation kitchen. Towels, wipes, and toilet paper are available.
- 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.

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- 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

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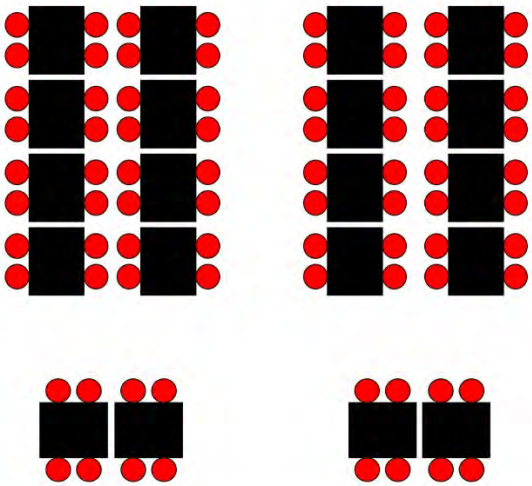

FIG. 1

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

The extra chairs are arranged in stacks of 8, with the backs facing the auditorium, 6 stacks across and 2 stacks deep.

A total of 96 chairs.

FIG. 3

Arrange the tabletops and table legs alternately as shown in the picture.

Please remember to wipe down the tabletops and remove any tape or similar items.

The tabletops and table legs should be distributed evenly among all 3 carts.

The tabletops measure 70 x 140 cm.

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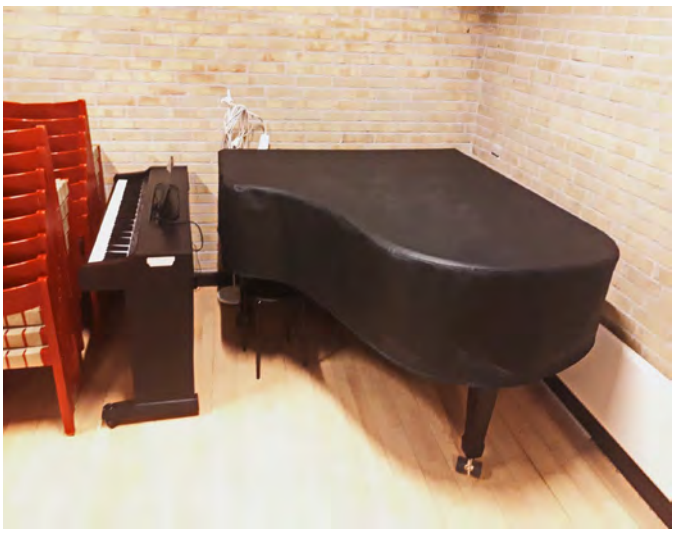

FIG. 4

Grand piano and Electric piano are positioned along the wall to maximize floor space.

The Grand piano must not be moved.

12th September 2026

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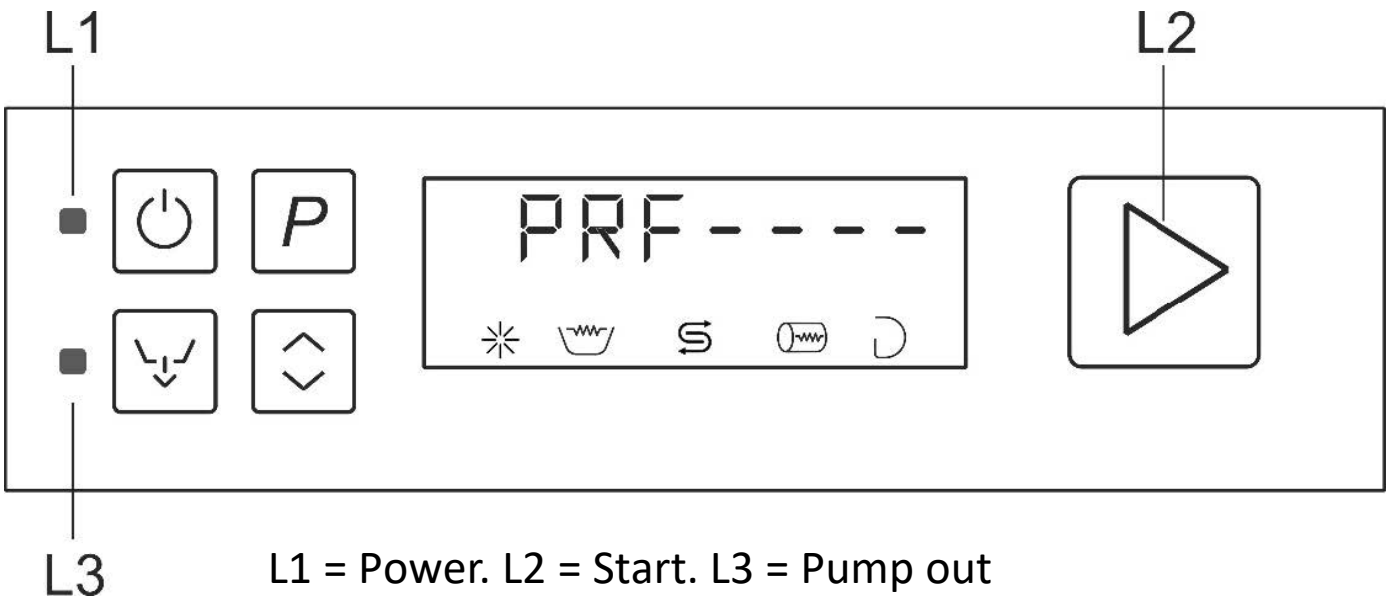
SMEG – DISHWASHER USER MANUAL

EVERYTHING must be rinsed THOROUGHLY before being placed in the machine

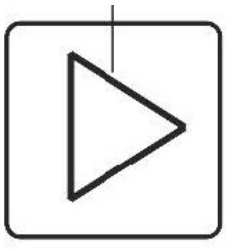


L1 = Power. L2 = Start. L3 = Pump out

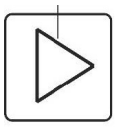
Start the machine about 30 minutes before use—press for about 2 seconds. The machine will start up, draw in water, and heat it. It is ready when the display shows "P5" (Startup) + "End."

Select Program: Press "P" several times until you reach No. 5 (Pots). Always use this program.

Press Start for about 2 seconds until it lights up blue. The machine is finished when the display shows "P5 – "End," approx. 6 min. total.



After use, empty the machine:

Press (The Display shows "Unload -55". Press  ca. 2 seconds – It takes about 1,5 min. The machine will then turn off automatically.

REMEMBER! Afterward, clean the filter thoroughly and put it back in the machine. **It is NOT permitted to use regular dish soap—neither for rinsing nor in the dishwasher.**

"SALENS" SOUND SYSTEM

Operating Instructions

2026.01.22

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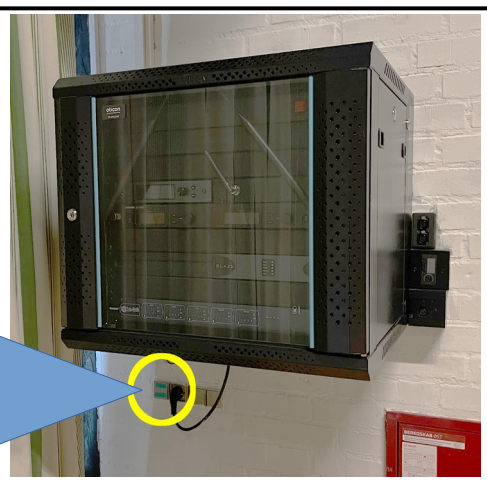
Turn On:

Start by turning on the system using the switch on the wall below the cabinet.

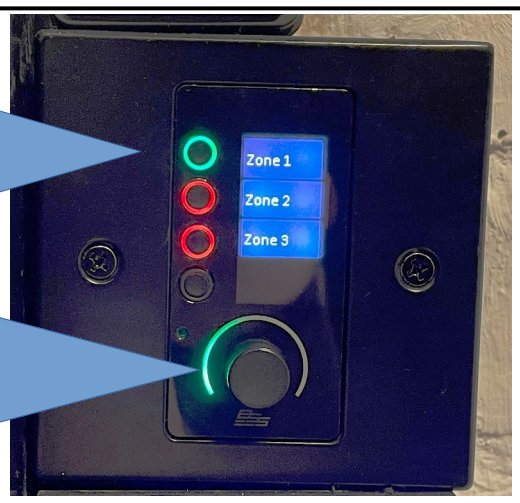
It takes approximately 40 seconds to start up.



There are 3 laudspeaker zones:

1. North
2. South
3. Dining area

Zones can be turned on at the push of a button. Here, Zone 1 is on (green).

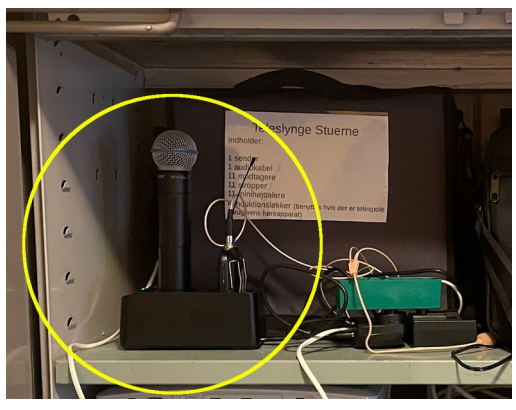


Master-Volume

Connections:

1. BlueTooth
2. XLR-plug: *Microphone with a cable*
3. Mini-jack-plug: *Stereo*

BlueTooth:
Press the button with the blue light until it flashes, then select "Lindegaarden" on your PC or phone to pair.

Plugs: Each of the two jacks has its own small volume knob.

Wireless microphones:
The wireless microphones are kept in a steel cabinet in Depot 1. There is a headset and a handheld microphone. They must be returned to their chargers after use.