

RULES GOVERNING THE USE OF THE AUDITORIUM: -

- 1. The use of nails, glue guns, two sided tape and staples on the walls, door frame kitchen counter and stage is strictly prohibited. Use of these items will result in the forfeiture of your security deposit.**

To facilitate your decorating needs we have provided the following:

- a) Hooks located 8'(feet) around the main hall on the teak molding**
- b) Hooks located 12' (feet) along the main beam and**
- c) Wooden caps running along the top of the stage walls**

- 2. To facilitate the use of this area by other clients, all personal items are to be removed immediately following the completion of your event. Failure to comply will result in an appropriate percentage being deducted for your security deposit.**
- 3. Access to the school's foyer is not allowed unless previously arranged with the Premises Department.**
- 4. To facilitate quick repairs in order to preserve the area for your future enjoyment we ask that all damages be reported to the Premises Department.**
- 5. Clients are asked to comply with instructions given by Security and other school officials.**
- 6. Please be reminded that this compound is "SMOKE FREE".**
- 7. The sale of alcohol is strictly prohibited**
- 8. Clients are liable for any damage to property**
- 9. The use of open flames and cooking are strictly prohibited in the auditorium.**
- 10. Clients are asked to obtain and submit a copy of their public liability insurance before their event.**
- 11. Only authorized staff is allowed to operate equipment. Please discuss your media or Public address system need with the Premises Department when making your reservation.**

Thank you for choosing the Auditorium at Bishops Anstey High School East and Trinity College East, we do look forward to being of service to you.