

1. Bookings should be made in advance of the date of hire. Payment of 50% deposit is required to reserve the booking with the balance paid in full at least three weeks before the date of hire. **Bookings are not confirmed until the full fee has been paid.**
2. Payment of the deposit and balance should be made through the Standard Chartered Bank account number **0100 10000 1600** at Lightfoot Boston Street. Please give the date of booking as the reference and bring the deposit slips to the **British Council** as evidence of your payment.
3. All bookings are considered as provisional until we receive full payment of the bookings.
4. The British Council will not refund booked and paid events. Failure to pay the full charge before the date booked will result in automatic cancellation of the booking without further notice, and the hall being made available to other users.
5. The estimated number of guests must be advised to the British Council at the time of the written request to book the hall.
6. The client must appoint a named organiser as a point of contact for the Customer Service Officer or Facilities Assistant at the British Council
7. An Entertainment Tax Clearance Certificate is required for any performance open to the public where admission is charged. It is the responsibility of the hiring organisation to obtain this certificate from the National Revenue Authority. A copy of the certificate must be given to British Council at the time of booking and paying the deposit, otherwise we cannot accept the booking.
8. There is access to our premises for wheel chair users and those with physical disabilities that avoids the steps at the front of the building. Please consider the needs of your guests and participants in advance of your event and inform us so that we can assist.
9. British Council health and safety policy and emergency instructions are displayed on notice boards in the building. Please ensure you are clear about the instructions in case of emergency and you are asked to evacuate.
10. British Council has a child protection policy. For events involving young people or vulnerable adults we must have assurance they will be adequately supervised and looked after, both on the premises and on their departure, especially late at night. There should be a supervisor for every 10 students in attendance. We may refuse to accept bookings unless we are satisfied safe and appropriate arrangements are in place. A letter should be written to the Facilities Manager explaining the arrangements being made.

British Council is committed to equal opportunity and diversity.

11. The British Council takes seriously its equality diversity and inclusion (EDI) policy and we encourage a fair and diverse representation of participants, views and opinions at events held on our premises. We reserve the right to intervene in events that appear to be discriminating on the grounds of gender, age, race, ability or other unjustifiable reasons.
12. For health and safety reasons it is essential that organisers do not exceed the room capacities at the end of this document. British Council retains the right to close and evacuate the premises if capacity has been exceeded.
13. All events must end at the time that is booked. In some cases we have to prepare and clean the hall for another user, often the evening before an event the following morning. Please vacate by 11.30 pm at the latest. The Security Officer and the Duty Officer will close the premises after this time.
14. British Council management may close the premises without advance notice and ask people to leave if there is an immediate risk to persons or property.
15. We will not be liable to you in respect of any personal property that is lost, stolen or damaged before, during or after any event.
16. Where damage is caused to British Council property by any member of the hiring organisation or by any participant in the activities of the hiring organisation, the hirer shall be responsible for the full cost of repair or replacement. This includes events where the auditorium is provided *gratis* or at discounted rates.
17. The hall may only be used for the purpose specified in the hire agreement and the client must observe all regulations. We regret that bookings **cannot** be accepted for private parties, discos, wedding & reception parties, religious meetings, political gatherings or events whose purpose is to raise funds for political organisations or campaigns of individuals standing for public office. The British Council reserves the right to decline bookings from individuals or organisations without explanation and to intervene during any meeting that contradicts this policy.
18. Bookings **are not accepted** for any event that has loud sound amplification during working hours 08.00 to 16.00hrs Monday to Thursday and Friday 08:00 to 14:00hrs.
19. Bookings are not accepted for Public Holidays. In the case where Public Holidays are announced 24 hours before hire, the booking may be liable to cancellation. The event organisers must check the position for their event in such cases.
20. We have in-house cafeteria services who are our preferred supplier for catering in our premises. We encourage you to use them.
21. Please note that we do not allow food to be served inside the auditorium itself. There is space for dining outside the auditorium. Please discuss your requirements with us.

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22. British Council has a no smoking policy. No smoking is allowed anywhere inside the building including the toilets.

23. Owing to constraints on our water supply and washing facilities, all events for which catering is arranged must be done through our cafeteria service at British Council.

24. The client will be responsible for any damage caused to the complex by your invited guests or employee involved in a careless act and must pay the total amount required to make good any such damage.

25. The use of the British Council facilities for holding events does not constitute permission to use the British Council address for correspondence or to conduct business.

26. The maximum numbers of person permitted are set out as below

ROOM CAPACITY:

Style	Conferences, Seminars, Trainings	Dinners, Theatre
Auditorium	300	200
Seminar Room	25	
Meeting Room	15	

AUDITORIUM CHARGES:

Monday-Friday	9 am to 5 pm	-	Le 2,400,000
Saturday/ Sunday	9 am to 5 pm	-	Le 2,640,000
Half Day	9 am to 1 pm / 1.30 pm to 5.30pm		Le 1,620,000

Half day events are only available as either morning or afternoon events

All events during the week MUST end by 11.30 pm at the latest.

For all organisations: on full day events, each additional hour over the core time booked will be charged at Le 250,000 per hour

Some events may be sponsored in full or in part by the British Council. If British Council sponsors an event the British Council's support must be fully acknowledged.

EVENING EVENTS IN THE AUDITORIUM

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6.30 pm – 11:30 pm Le 3,600,000.00

Dinner (6:30 pm – 11:30 pm) Le 3,700,000.00

SEMINAR & MEETING ROOM FACILITIES

Monday – Friday Le 900,000.00

Saturday – Sunday Le 1,020,000.00

Evenings 6.30 – 11.30pm Le 1,200,000.00

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The United Kingdom's international organisation for educational opportunities and cultural relations. We are registered in England as a charity.