

Booking Information for Ghost Investigations at Ordsall Hall

- Ordsall Hall is available to hire on **Friday and Saturday nights between 6pm to 6am**. Sometimes weeknights can be arranged.
- **Our hire charge is £125 per hour for a minimum of 4 hours**. Our charity rate is £100 per hour (for this we need a letter from the charity on their headed paper to confirm their involvement and their charitable status). All prices include VAT.
- **The length of time you book includes all set-up time** so please be aware that your crew will not be allowed access to the building until the agreed hire period begins. We will ask you to specify your arrival and departure time at the time of booking.
- Please check availability via telephone (0161 872 0251) or email (ordsall.hall@scll.co.uk).
- The booking will not be confirmed until we have received the signed booking form and a non-refundable (and non-transferrable) **deposit of £125.00** (£100.00 for charity events). Your deposit is payable at time of booking – your event will not be added to our diary until we receive your booking form and deposit.
- Final payment is due no later than **10 days prior** to your visit. Please read the full terms and conditions carefully - they are binding.
- You will require **public liability insurance of a minimum of £3 million**. You will need to send us a copy of your insurance documents with your booking form.
- **Please do not publicise your event until your booking is confirmed** (your deposit is paid and form received by us). Once it is confirmed we are happy to publicise your event through Facebook (Ordsall Hall) and Twitter (@TheOrdsallGhost).
- Groups should be no more than 15 crew and 35 members of the public.
- A risk assessment is available for your information should you require one, or you may find it beneficial to arrange to come and do a survey for your own risk assessment.
- The majority of Ordsall Hall is accessible to wheelchairs.
- We do not have coach parking facilities at Ordsall Hall but there is a lay-by on Ordsall Lane where coaches can drop off passengers. Car parking is free on investigation nights.
- Tea, coffee and snacks will be available for you to purchase during your event. We can also provide more substantial catering for your event - please contact us for details.
- All visitors are asked to take care of low doorways, steep staircases, uneven floors and furniture. The entire site is non-smoking but a cigarette bin is provided by the pedestrian gate on Taylorson Street. No dogs are permitted within the grounds except assistance dogs. You are welcome to cycle to the Hall but please do not ride your bike within the grounds. Visitors are asked to be considerate of our neighbours and leave quietly after your investigations and whilst outside the building.

Please return the signed booking form together with your deposit to:

Ordsall Hall, Ordsall Lane, Ordsall, Salford, M5 3AN

[t]: 0161 872 0251 [e]: ordsall.hall@scll.co.uk [w]: salfordcommunityleisure.co.uk/culture/ordsall-hall

Facebook: Ordsall Hall / Twitter: @TheOrdsallGhost

salfordcommunityleisure.co.uk

****IMPORTANT INFO FOR CREW ON THE NIGHT****

(Your crew on the night will need to sign – please do not send it in advance.)

- **The whole Hall and the grounds are non-smoking** – please make sure that everyone knows that the only permitted smoking area is at the top of the path, by the pedestrian gate. If you're unsure where this is please ask a member of OH staff on the night.
- **Please do not carry food and drink around the Hall** - keep all refreshments within the base room (café area).
- **Please do not touch the dark furniture, go beyond any barriers or enter any rooms which say 'Staff Only' on the door.**
- **Please do not drive your cars onto the path around the back of the Hall** – the flagstones are very old and driving onto the path damages them. **Please keep all vehicles within the car park.**
- **Please do not use the disabled parking bays unless you are disabled** – we do have volunteers with disabilities who help out on overnight events so they will need to park there. This is also space for emergency services vehicles.
- **Please respect our neighbours** – Ordsall Hall is in a residential area so please be considerate during breaks and when leaving and try not to make too much noise.
- **Please respect our staff** – The Hall staff are here to help you – please ask them if you need any assistance but also be considerate.
- **Please do not cover the emergency exit signs** – we know they are bright but they are a legal health and safety requirement. We are not able to switch them off.
- **Please help with clearing up** – if you have set up extra chairs then please help put them away, and if your group have had refreshments please help clear up. The Hall needs to be left looking the same as it did at the start of the night.
- **Please let people know that we have Ghostcams** that they can tune into and review when they get home! These are situated in the Great Hall, Star Chamber and Great Chamber. These can be accessed at: <http://www.salfordcommunityleisure.co.uk/culture/ordsall-hall/ghostcam>
- **Please share your evidence!** – If you get any good photos or videos please do share them – we'd love to post them on social media and our website (and credit you of course) but if you'd rather we didn't we would still love to see them. Please email to: Ordsall.hall@scli.co.uk
- **If you have any questions about the Hall, its past or its residents, please do ask the staff who are there on the night.** They love it!

Please sign to acknowledge that you have read and understood this information:

Signed: Date:.....

Have a brilliant night!

The Ordsall Hall Team

salfordcommunityleisure.co.uk