



LLETY'R • BARNWR
THE JUDGE'S
LODGING

The Judge's Lodging, Shire Hall, Broad Street
Presteigne, Powys, LD8 2AD

01544 260650
info@judgeslodging.org.uk
www.judgeslodging.org.uk

PARANORMAL INVESTIGATION INFORMATION & CONDITIONS

We will provide

- A hub room, with good lighting, chairs and tables, as required, power sockets
- Toilets (3)
- A member of staff on site throughout your event
- Use of a kitchen for making drinks - mugs, cups and plates available
- Access to the majority of period rooms within the building

You will

- Leave all areas used in clean condition
- Leave the premises by 2am
- Wash up any used kitchen facilities
- Adhere to the general conditions as laid out below

Booking terms

- Costs for paranormal investigation hire can be found on the information sheet **Paranormal Investigations at The Judge's Lodging**. Please just ask if you have not got this and one will be forwarded to you.
- The costs quoted are based on the times quoted. Earlier times may be agreed, but the last time for leaving the property is always 2am.
- To qualify for a loyalty discount, a group must book 3 events in a 12-month period, without defaulting on payment, to develop a proven record of trust.
- A maximum number of 35 people are allowed at any one event
- Clients must provide a copy of their public liability insurance for a minimum of £2M cover with the signed booking form.
- Clients must sign the booking form provided at the same time as the deposit.
- The signed booking form shows that you have read, understood and accept the terms within this Information & Conditions document.
- Any remaining balance is to be received at least 7 days before the event.
- £100 deposit is required to secure your chosen date. This deposit is refundable in full within two months of the event. Within one month, it is non-refundable.



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WHAT TO DO NEXT

- Read through the terms set out below.
- Call or email The Judge's Lodging to check that the date/s you want are available. This is a time when staff can chat to you about any requirements you might be considering.
- Fill in the booking form and return it to The Judge's Lodging, Broad Street, Presteigne, Powys, LD8 2AD along with your deposit and copy of your Public Liability Insurance.
- We'll send you a confirmation, so you know everything is set for your event. Don't hesitate to call us for a chat or email if you want to ask anything.
- You are welcome to visit the building any time during our normal opening hours to view the rooms you will have access to, facilities etc. It is preferable if you contact staff before you arrive, so we can ensure we're on hand to talk through anything with you.
- We are happy to help with the practicalities of your event. The Judge's Lodging runs the local Tourist Information Centre and can supply you with lists of accommodation, places to eat, parking and other local information – just ask! We can also send you leaflets about the building and the area for you to distribute to your group, on request.

Bookings, enquiries or amendments to an event 01544 260650 Email info@judgeslodging.org.uk
The Manager is Gabrielle Rivers

Additional general information

- You are welcome to take photographs, make audio or visual recordings during your visit. If, however, you are wanting to be accompanied by a filming crew for commercial purposes, then we must be notified of this and we may wish to discuss details with you further.
- The Judge's Lodging will not run its period lighting, as seen during day time visits, during investigations. Low level table lamps and battery candles will be placed throughout the building to assist movement and mark dangerous or delicate items of furniture and objects. Organisers can go through their lighting needs with staff on arrival.
- The Judge's Lodging is not suitable for some people with mobility difficulties. The rooms are over three floors and there is no internal lift. Those who are unable to manage stairs are welcome to stay on the ground floor, within the hub room, courtroom, upper cells, dining room and drawing room. There is a lift at the rear of the property in the garden, accessed via Harper's Lane, to bring people onto the ground floor level. There are no disabled toilets available on site.
- There are no sleeping areas available onsite. The Judge's Lodging runs the town's Tourist Information Centre and will be happy to provide lists of suitable accommodation to any participants wishing to stay locally.
- The Judge's Lodging retains the right to cancel a booking if it is unavoidable due to unforeseen circumstances. You will have the choice of a full refund or a transfer to another available date.



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CONDITIONS OF PARANORMAL INVESTIGATIONS AT THE JUDGE'S LODGING

Participants

- No persons under the age of 18 are permitted to attend an investigation at The Judge's Lodging by any group. Please do not be offended if we ask for proof of age for any guests.
- Group organisers must make all participants aware that they attend the event at their own risk. The Judge's Lodging has the right to terminate any investigation where it is felt the wellbeing of any participant is at risk.
- The Judge's Lodging gives responsibility to the Group leaders to ensure that anyone for whom these investigations might be inappropriate, is warned or asked not to attend, such as those who are pregnant or with certain medical conditions.
- The Judge's Lodging accepts no responsibility for any equipment or belongings of the visiting group. All the group's belongings remain their responsibility.
- Group leaders must take responsibility for the whereabouts of participants during all investigations and must not leave the building before guests / other parties invited by the group.

Building

- All participants must respect the nature of the building. The Judge's Lodging is a museum and its furnishings and objects are very important to it. If at any time during an investigation the staff of The Judge's Lodging have concerns as to the safety of the building and its contents, we retain the right to terminate the investigation immediately, if we do not feel that discussion with the group organisers is satisfactory.
- Investigation may only be conducted in the specified areas within the building. Unauthorised entry to any other area may result in termination of the investigation.
- If you wish for any changes to be made to rooms you are investigating, such as changes to lighting levels, moving furniture or closing shutters, this **MUST** be done under supervision of Judge's Lodging staff. Please find them and tell them your needs – they will be happy to help.
- The Judge's Lodging reserves the right to request compensation for necessary repair work to any damaged period furnishings or objects on display, if it is felt that due diligence was not taken or advice was ignored.



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CONDUCT

- All group members will consider and respect the wellbeing of others. Those who act in an aggressive or abusive fashion to any person present, will be asked to leave. If deemed serious enough, The Judge's Lodging has the right to terminate the investigation.
- Ignoring, or going against safety advice may result in injury. Any persons who do so may be asked to leave.
- No drugs or alcohol to be consumed before or during an investigation. Anyone being found to be in possession of these, will be asked to leave.
- Any item considered to be a weapon will not be permitted on the premises and those in possession will be asked to leave.
- On departure, all participants to be respectful of the fact that The Judge's Lodging is in a residential area and leave the building quickly and quietly.

We look forward to your visit. Don't hesitate to contact us if you want to talk anything through.

Gabrielle Rivers, Museum Development Manager