

BRISTOL MUSIC CLUB, USING THE CLUB FOR PRACTICE – GUIDANCE NOTES. (March 2024)

1. A member who wishes to use the club for practice will require an electronic access key. The member will be required to pay a £15 key deposit and a £25 rental charge per year. This annual rental payment will be due together with the Club subscription on 1st January each year.
2. To enter the Club requires two actions:
 - a. To open the outside blue door you need to operate a keypad. The code will be given to you by the Membership Secretary when you join.
 - b. To open the lower main door you need to scan the electronic key across the key reader sited near the R.H.S. of the door.
3. Key users must be security conscious at all times. Please do not label or identify the key. If the entrance cannot be guarded, e.g., a responsible person is in the foyer, the entrance doors must be kept closed.
4. When you enter the main door, in the lobby on your right is the Master Lighting switch which isolates all the Club lighting. Switch this on. Next in the foyer to the left of the entrance is the Emergency Lighting switch. This must be switched on when anyone is in the building.
5. There are 2 Practise rooms: the main auditorium, where you may use the Boston grand piano, and also the Practice room with a Sauter grand piano. To get to this room, turn left at the far end of the cloakroom, and it's the first room on the right. **You are not allowed to use the Steinway unless you are giving a Club concert.** The Green Room is not to be used for practise.
6. **Any person using the Club for practise must be a Music Club Member: except guest performers rehearsing for a specific Club Programme. Under those circumstances a maximum of 5 rehearsals are allowed. Allowable practice times are 10.00am to 10.00pm.**
7. If a member wishes to practice with non-members, and that practise is not for a specific Club Programme, **a hire charge will be made.** Details are available from the Booking Secretary.
8. On Club concert evenings, the Practice Room cannot be used.
9. When the Club is hired, i.e., a fee is paid to hire the premises, members cannot use the club during the period booked by the hirer. **Members must stop practising 30 minutes before the booking commences.**
10. Any Music Club member wishing to book the Concert Hall **MUST** do so on the Club's website "Booking Diary". To access this, you must sign up. When this is done an email will be generated to say that your application has been approved. The Member can now log in and make/cancel bookings within the guidelines. Available dates are shown in the on-line Bookings Diary at <https://bristol-music-club.co.uk/book.php>
11. Members may do a maximum of 5 hours practice in a 7-day period, the most at any one time being two hours, on the club premises. They must make no more than 3 bookings in advance.
12. **Members are not allowed to teach at the Club.**
13. If you move the Boston or Steinway, please ensure the stool is moved away from the piano. This will prevent damage to the polished surface.
14. When leaving the building, please switch off all the lights, the Emergency Lighting switch and finally the Master switch. Lock all outside doors.
15. If at any time you decide to resign or do not wish to use the club for practice, please return the keys to the Membership Secretary and your deposit will be returned.
16. You are very welcome to use the kitchen for drinks etc. Please wash-up and leave it tidy before you leave.