



SOUTH LANARKSHIRE
Leisure & Culture

HAMILTON TOWN HOUSE – TERMS & CONDITIONS OF HIRE

GENERAL

- 1.1 All hirers must be over eighteen years of age.
- 1.2 Hamilton Town House reserves the right to refuse or grant any application for room hire.
- 1.3 The hirer may not sub-let the venue to a third party.
- 1.4 Any hirers causing damage to the premises will be charged for repairs. (Hirers will be charged for damage caused by their guests.)
- 1.5 The hirer must adhere to the 'Hamilton Town House Conditions of Use'. (See other doc)

PAYMENTS

- 2.1 No booking will be considered confirmed until written confirmation has been issued to the hirer by the Venue Manager.
- 2.2 A room hire deposit must be paid prior to written confirmation being issued.
- 2.3 Full payment of room hire must be received before the hire can take place.
- 2.4 Full payment of all other hire costs (including food and beverages, technical resources and staffing resources) must be paid no later than ten days prior to the date of the hire.
- 2.5 For performance hires, full payment of room hire must be made prior to tickets being put on sale to the public. Please note, text and information, including prices and their allocated areas must be provided in writing 10 days prior to the on sale date. Changes made after the on sale date cannot always be accommodated.
- 2.6 For Weddings in addition to the room hire deposit, 25% of your account or a minimum of £1000 (whichever is greater) must be paid 4 months prior to your booking with a further 50% of your account paid 2 months prior to your booking.
- 2.7 For events where PRS charges apply, the hirer will be recharged unless it is proven that fees have already been paid directly to PRS.

CANCELLATION

- 3.1 If the hirer wishes to cancel a booking they should do so in writing.
- 3.2 All room hire deposits are non-refundable in the event of a booking cancellation.
- 3.3 All other payments made by the hirer prior to cancellation of the booking will be refunded at the discretion of the Venue Manager.
- 3.4 In the event of the hirer having to cancel their booking, the following charges in relation to loss of revenue (based on provisional prices quoted) will apply:
30 – 60 days notice: 50%. 14 – 29 days notice: 75%. Less than 14 days notice: 100%

My signature below confirms that I have read, understood and agree to abide by the terms and conditions of hire.

PRINT NAME: _____

SIGN: _____

ON BEHALF OF: _____

DATE: _____

ROOM(S) HIRED: _____

DATE(S) OF HIRE: _____