

RUTHERGLEN TOWN HALL - CONDITIONS OF USE

1.0

The venue's Fire & Evacuation procedures must be adhered to at all times.

1.1

All exits, fire alarms, fire fighting appliances and emergency doors must not be tampered with and must be kept free of obstruction at all times.

1.2

Smoking is not permitted in any part of the building at any time.

1.3

Venue capacities must be strictly adhered to at all times.

1.4

The venues licensing conditions and regulations under our Premises Licence; including accompanying Operating Plan, Civil Marriage and Public Entertainment Licences must be adhered to at all times.

1.5

All additional hours of occupation beyond the agreed hire period will be charged to the hirer on an hourly basis.

2.0

All food and drink consumed on the premises must be provided by the Management and agreed in advance.

2.1

The use of the following items is strictly prohibited on the premises: Helium balloons, confetti, sparklers, pyrotechnics, naked flames and smoke machines.

2.2

All signage and banners, their positioning and content, both inside and outside the premises, must be approved in advance by the Management.

2.3

No signs or decorative material can be attached to any walls on the premises.

2.4

The hirer / user will be liable for any damage to the premises, whether to its fabric or equipment, caused by the hirers / users occupancy of the premises.

3.0

The Duty Manager has responsibility for the Health and Safety of all users of the premises. The hirer / user must comply with any reasonable requests from the Duty Manager.

3.1

No LPG cylinders, petrol, oil or similar flammable substance shall be brought onto the premises.

3.2

All equipment provided by the hirer / user must be PAT tested.

4.0

All items left in the cloakroom are left there at the owner's risk.

4.1

The hirer / user must advise the Management in advance of any goods, equipment or supplies being delivered to the premises for the engagement. At least 24 hours notice is required.

4.2

All goods and equipment must be removed from the premises by the hirer user before the get-out time. Any such items left on the premises after this time may be removed or destroyed.

5.0

Access to and use of any areas of the premises out with those hired is strictly prohibited. The photographing or filming of any areas of the premises out with those hired is strictly prohibited.

6.0

Any requested changes to the hirers' room set-up must be received by the venue no less than 48 hours prior to the event start time. Changes to set-up may result in additional charges being incurred by the hirer.

7.0

The hirer will be held responsible for the behaviour of all of their representatives, sub-contractors and guests. The Duty Manager has the right to eject persons who are behaving in an inappropriate manner.

7.1

Children must be supervised by their parent or guardian at all times whilst on the premises. For Health & Safety reasons, footwear must be worn at all times.

8.0

Animals are not permitted on the premises at any time, with the exception of guide dogs.

PERFORMANCES / CONFERENCES / PUBLIC EVENTS ONLY:

9.0

The hirer / user, the hirers / users representatives and sub-contractors shall not consume or be under the influence of alcohol or drugs during any part of the use of the facilities.

10.0

For events where members of the general public are attending or where tickets may be purchased by the general public, the hirer must provide proof of public liability insurance to the value of no less than £5 million.

11.0

All equipment, stage sets, scenery, drapes, cloth, furnishings and other furniture and materials brought onto the premises by the hirer / user must be fire retardant to meet BS5867 pt.2 and BS5852 pt.2. Please note that materials brought onto the premises may be subject to a flame test.

C McWilliams 31 August 2009