

TERMS & CONDITIONS OF HIRE

All parties engaging any of SSHM's rooms shall be held as having subscribed to the following rules and regulations.

SSHM RULES AND REGULATIONS OF HIRE

The following Rules and Regulations shall be binding on all parties engaging one or more of the venues and SSHM will take all legal steps necessary to ensure that they are adhered to.

1. SSHM reserves the right to refuse to applicants the use of any of the venues.
2. All unlicensed catering services in venues managed by SSHM will be by SSHM nominated supplier.
3. The outer doors shall be opened and closed in accordance with the instructions of SSHM staff.
4. The preservation of proper order both within and without the premises shall in all cases be the responsibility of the hirer.
5. No secure cloakroom facilities are available; The hirer is responsible for the security of their delegates personal belongings.
6. Passages, corridors and doorways shall be kept free from obstructions and all doors kept unlocked during the period of occupancy.
7. The venues shall not be used for any purpose other than that stated in the relevant schedule of let and shall not be sub-let.
8. No room adjoining the venues shall be used for any purpose other than that for which it is set apart, unless with the consent of SSHM.
9. The number of persons attending any let shall be restricted to the capacity of the Hall as stated in the relative schedule of let.
10. The building or property of SSHM shall not be subjected to any abnormal risks unless specifically sanctioned by SSHM and upon payment of such additional charge and observance of such special conditions as may be imposed.
11. No petrol, oil or other substance of an inflammable nature shall be allowed within any room.
12. Hirer shall be responsible for any damage caused by or arising out of their occupancy to the fabric of the building or to property or furniture contained therein.
13. No nails or screws shall be driven into the structure, furniture, fixtures or fittings of any room.
14. No extra fittings, stage curtains, drapes, props or decorations shall be erected or brought into the Hall building without the prior approval of SSHM. Before approval will be given, the tenant must guarantee that all materials is or has been rendered fire-proof.
15. No alteration or addition to the existing lighting arrangements shall be carried out, no additional power sockets installed or use made of existing power sockets and no public address system, record player, tape-recorder, cinematograph or similar equipment used without the prior consent of SSHM. All authorised additional lighting equipment or power supplies shall be installed by or under the supervision of SSHM and an appropriate charge shall be payable for the extra current, labour and facilities.
16. The use of any kitchen or kitchen facilities shall be subject to them being left in a clean and tidy condition with all refuse removed.
17. All property belonging to hirer or contractors and all plant, unused supplies and empties belonging to the hirers shall be removed immediately after the conclusion of a let unless SSHM directs otherwise.
18. SSHM shall not be liable for any loss or damage to property or goods used or exhibited in the venues or left by hirers or persons attending thereat.
19. It is a condition of all lets that SSHM is freed and relieved of all responsibility for loss or damage arising directly or indirectly from an Act of God, war, strikes, riots, lockouts, trade disputes, fire, flood, floor, or similar occurrences within or without the building or any cause beyond the control of SSHM or from cancelling the let under Clause 23 hereof.
20. SSHM shall have the right at their discretion, by notice in writing personally given or sent by registered post and addressed to the Hirer, of cancelling a let if, in their opinion, circumstances have arisen which indicate that damage SSHM property might ensue if the let were not cancelled and when SSHM exercises this right any money already paid to SSHM in respect thereof shall be refunded to the hirer.
21. The total charges due by a hirer shall be paid at least two weeks in advance and only SSHM official receipt will be recognised as a discharge thereof.
22. Any hirer who cancels or postpones a let shall be liable to pay a cancellation fee amounting to: (a) One third of the total charges to be paid if more than one month's notice given in writing (b) One third of the total charges to be paid if accommodation has been booked for less than one month (c) Two thirds of the total charges to be paid if less than one calendar month's notice in writing and booked for more than one month with the exception of cancellations made less than one week before the let date. In this occasion the full charge will be applied. The relevant booking reference/contract number must be quoted in all correspondence to SSHM.
23. Smoking is not permitted in SSHM rooms.
24. Child Protection — It is the responsibility of the let holder to ensure that they undertake appropriate vetting checks as provided through Disclosure Scotland for anyone involved in working with young people and/or vulnerable adults. If you require information or clarification contact: Disclosure Scotland on Disclosure Scotland (helpline 089706096006; fax 0870609 6996; email info@disclosurescotland.co.uk or [info\(a.disclosurescotland.co.uk\)](mailto:info(a.disclosurescotland.co.uk)) or) by writing to Disclosure Scotland PO Box 250, Glasgow, G51 1YU
25. SSHM reserve the right to add to, alter or cancel any of these Regulations.

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