



SOUTH LANARKSHIRE
Leisure & Culture

HAMILTON TOWN HOUSE – TERMS & 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. This includes e-cigarettes and other similar devices.
- 1.3 Venue capacities must be strictly adhered to at all times.
- 1.4 The venues licensing conditions and regulations 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 and must be agreed in advance.
- 1.6 The hirer / user must allow a one hour break for technical staff during the hire period. The timing of this will be mutually agreed with the hirer/user and the Senior Technician.
- 2.0 All food and drink consumed on the premises must be provided by the Management and agreed in advance.
- 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, without management approval.
- 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 hirer / user must comply with all health & safety and operational requests by 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.
- 3.3 CDM Regulations: Where these apply during a get-in or get-out, the hirer / user must ensure that their representatives or employees and any sub contractors adhere to these additional health and safety requirements at all times.
- 4.0 All items left in the venue are left there at the owners 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.



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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.

5.1 For events where an official DVD is being recorded it should be noted that our lighting contains LED lights. This may have an effect on the final quality of your DVD.

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 from the premises who are deemed by the Duty Manager to be 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.

9.0 Vehicle parking in The Town House car park is provided to users at the Duty Managers discretion. Clients and their guests may be refused access.

10.0 The hirer / user, the hirers / users representatives and sub-contractors shall not consume or be under the influence of alcohol or drugs at any time whilst on the premises. Any person breaching this condition will be evicted from the building.

11.0 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.

12.0 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.

13.0 The hirer / user shall be solely responsible for ensuring that all necessary copyright permissions, licences and others required for the purposes of the performance or event have been obtained in advance of the date of the performance or event.