

GOLSPIE GALLERY BOOKING INFORMATION

Bookings

- A Golspie Gallery Booking Form must be completed and terms and conditions (detailed on the booking form) agreed by the hirer for each booking. Acceptance of the booking is at the discretion of the Gallery Directors.
- All room dimensions are approximate, and suitability of use of the room must be agreed by the hirer prior to the event .
- If you have any queries, or would like to discuss hire of rooms, please contact the Gallery Directors prior to completing the booking form.

GOLSPIE GALLERY ROOM HIRE

TERMS AND CONDITIONS

1. Golspie Gallery reserves the right to terminate or refuse a booking. The safety of the art work and crafts on display in other areas of the Gallery is of the utmost priority. The Gallery reserves the right to refuse rental for any events deemed inappropriate for the space or potentially damaging to the artwork or crafts on the premises.
2. The Renter must assess and confirm the suitability of the Gallery/Room for their event , ideally by visiting the Gallery, prior to signing the booking form. Dates must be checked and agreed with Golspie Gallery prior to signing the booking form.
3. Food and beverages, other than teas & coffees, are not provided by the Gallery. The Renter must arrange this on their own or with the help of an outside caterer. Food may not be prepared on site, but the kitchen area may be used for holding foodstuffs. Catering costs, transportation or equipment are not included in rental fees. Food or alcoholic beverages may not be sold on the premises.
4. The Gallery is not responsible for any personal items left on the Gallery premises, nor for the coats and personal belongings of people attending the event. The Gallery is not responsible for car parking or for cars left outside the premises.
5. If the activity involves under 18s, *please confirm* that all adults involved are close relatives of the children involved, OR have been DBS (formerly CRB) checked.
6. Booking and Cancellation of booking
 - A 50% deposit fee will be required with the booking form. If the event is less than 4 weeks from booking, 100% of the fee will be required when booking.
 - The balance of the booking fee must be paid 4 weeks prior to the event.
 - In the event of cancellation of the event by the Renter, bookings cancelled more than 4 weeks prior to the event will have their deposit returned.
 - If cancelled between 2 and 4 weeks prior to the event, 50 % of the total fee will be returned
 - If cancelled less than 2 weeks prior to the event, no return of fee will be made unless it is possible to relet the room. In this case, 50 % of the fee less any expenses will be returned.

- If the event is cancelled by Golspie Gallery due to unforeseen circumstances, 100% of the fee will be returned.
7. The Hirer agrees with Golspie Gallery to be present during the hiring of the Hall (unless otherwise agreed with the Directors) and to comply fully with this Hire Agreement.
 8. The Health and Safety of those using Golspie Gallery at the event is the responsibility of the Hirer.
 9. Golspie Gallery has a strict 'No Smoking' policy within the building.
 10. If you are moving equipment etc., please be careful to avoid injury.
 11. Location of Fire Equipment and Fire Exits
 - The location of exits and different types of fire equipment are clearly marked in Golspie Gallery.
 - Renters should familiarise themselves with the exact location of the fire exits and the different types of fire extinguishers before Golspie Gallery is used. Fire doors method of opening should be noted and escape routes must be kept clear of obstructions at all times.
 - In the event of a fire, the hall must be evacuated in an orderly manner using the appropriate exits. The Fire Brigade should be called by dialling 999. As there is little or no mobile phone reception in the Gallery, the landline (01408 633828) should be used in emergency situations.
 12. A First Aid Box and Accident Report book is also located in the kitchen.
 13. Heating is controlled by thermostatic controls which must be turned off following the event if Golspie Gallery staff are not present.
 14. Car Parking. Cars must not be parked outside the gallery. There are car parks and car parking areas close by.
 15. Golspie Gallery hired rooms must be cleaned after every hire otherwise a cleaning charge will be made. Floors should be swept and washed, toilets cleaned, and, if used, kitchen counters to be wiped down, sinks cleaned and all glasses and crockery used to be put away. All rubbish to be put in bin bags and placed in the bins provided or taken home.
 16. Please note that the room will be checked after each event and an additional cleaning charge (min £30) will be made if extra cleaning is necessary.
 17. If the event is an art/crafts exhibition and cash handling/credit card facilities and additional staff cover are required, an additional fee will be applicable based on actual sales. Please discuss and agree with the Gallery prior to booking.
 18. Promotion and advertising of the event is the responsibility of the Hirer. However, the Gallery will also support and promote the event through Golspie Gallery's own channels. Should this not be required, please inform the Directors.

19. Please report any faults or damage to the Directors as soon as possible so that they can be rectified quickly. Golspie Gallery welcomes constructive comments or observations as well as any complaints you may have about your experience of hiring the rooms.
20. None of the provisions of this agreement is intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named a party to this agreement.
21. It is hereby agreed that the Standard Conditions of the Hire shall form part of the terms of this Hiring Agreement, unless specifically excluded by agreement in writing between the Golspie Gallery and the Hirer.

If in agreement with these terms and conditions, please complete the Gallery Booking Form.