

The Royal Faculty of Procurators in Glasgow



Hall Hire Terms & Conditions

1. Use of Premises

The Royal Faculty of Procurators in Glasgow reserves the right to refuse any booking at its discretion.

2. The Client

The Client is the person who confirms the booking and who is, therefore, ultimately responsible for the payment of all charges incurred.

3. Terms of Payment

All reservations must be confirmed in writing or by email. All accounts are due for settlement 28 days from the date of the invoice.

4. Cancellation - Any notice of cancellations must be made in writing or by email and arrive prior to the date of the function. Once a booking has been confirmed in writing the Royal Faculty reserves the right to impose cancellation charges as follows:

a) Cancellation by the Client

In the event that you cancel your event after confirmation of your booking, a cancellation fee may be charged and is payable on demand. The fee is calculated by taking the following percentages of the hall hire charges –

Cancellation over one month prior to the function: 10% of hall hire charges

Cancellation within 7 days to one month: 50% of hall hire charges

Cancellation within less than 7 days: 100% of hall hire charges

Should the Royal Faculty receive another booking for the date after cancellation by the Client, all or a portion of the cancellation fee may be refunded to the client at the absolute discretion of the Royal Faculty.

b) Cancellation by the Royal Faculty

The Royal Faculty reserves the right to cancel the booking or reservation in the event of the client failing to perform any of the obligations contained within this contract of terms and conditions.

If for any reason beyond its control, the Royal Faculty is unable to perform its obligation under this Agreement, such non-performance is excused and the Royal Faculty may terminate this Agreement without further liability of any nature. In no event shall the Royal Faculty be liable for consequential damages of any nature for any reason whatsoever.

5. Final Numbers

The client agrees to confirm to the Royal Faculty in writing or by email the final numbers attending no later than two working days prior to the function date. On the day of the event the client is responsible for maintaining a list of delegates who are attending the event and are responsible for ensuring that they are aware of the fire safety procedures.

6. Accessibility

The client understands that the Royal Faculty building is not currently wheelchair accessible and there is no provision of accessible toilets.

7. Conduct & Damage to the Royal Faculty's Property

The client shall ensure that the function is conducted in an orderly fashion without causing a nuisance and with all applicable laws, ordinances and regulations.

The client shall take all reasonable precautions to ensure that no damage occurs to the property or equipment of the Royal Faculty or its employees. In the event of any damage occurring, the Royal Faculty reserves the right to render the client liable for the replacement or repair of any or all property damaged. In the event of any members of staff being injured by the client or anyone attending the function the client shall be liable for any claims arising therein.

8. Insurance

The client must provide public liability insurance and for ensuring that any catering company or operator hired to bring equipment to the building has relevant and appropriate insurance, which shall include public liability insurance.

9. Client's Property & Equipment

The Royal Faculty cannot accept responsibility for any equipment, provided by, for, or on behalf of the client, left unattended prior to, during or after the function.

The client acknowledges that any such property of any sort will remain under the control and care of the client and that the client is in the best position to insure such property.

10. Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.