



APPLICATION FORM FOR HIRE OF FACILITIES

SECTION 1. HIRER DETAILS

Name of Hirer / Organisation: _____ Date: _____

Invoice Address: _____

Primary contact: _____ Position _____

Phone: _____ Email _____

Secondary contact: _____ Position _____

Phone: _____ Email _____

Are you a registered charity? YES / NO Registered Charity No: _____

SECTION 2. ABOUT YOUR EVENT

Name of Event: _____

Event Date: _____ Times of Let: _____

Do you require entry to the facilities before the time of let stated to set up?

Is your event open to the general public? YES / NO Will tickets be sold? YES / NO

How many people do you expect to attend your event? _____

SECTION 3. ABOUT THE FACILITIES YOU REQUIRE

Hall / Area you
require: _____

Equipment /
Furniture
required: _____

Catering
facilities
required: _____

Any other
information that
you feel would be
useful in helping
us to service your
event: _____

SECTION 4. DECLARATION

I have read the attached TERMS AND CONDITIONS, and agree to be bound and abide by them. I accept / have authority to accept full responsibility for the payment of any and all hire charges or invoices relating to the information I have provide. I understand that this booking is not guaranteed or confirmed until written confirmation is received from the Events Office of Lawrie & Symington Ltd.

Please note, when issuing invitations, advertisements, schedules or promotional material, the venue should be identified as follows:

Lawrie & Symington Limited, Lanark Agricultural Centre, Muirglen, Hyndford Road, Lanark, ML11 9AX

Your Name: _____

Signature: _____

Date: _____

Cost of Hire: _____ **PLUS VAT**

LAWRIE & SYMINGTON LIMITED – HIRE OF FACILITIES

In these **TERMS AND CONDITIONS**: -

The Company means Lawrie and Symington Limited, Muirglen, Lanark ML11 9AX.

The Hirer means the person named on the form of application for the hire of the premises.

The Events Manager means the person for the time being appointed by the Company to enforce the following terms and conditions and to be generally responsible for matters concerning the Company arising out of use of the premises or otherwise. He is required by the Company to prevent the use of any article, appliance or apparatus and to prevent any event, exhibition or performance which he may consider objectionable or dangerous. The responsibilities of the Events Manager in this matter shall, however, in no way absolve the Hirer from his obligations to the Company under any of these Terms and Conditions.

Undertaking

In every letting there shall be deemed to be implied on the part of the Hirer an undertaking to the Company to comply with these Terms and Conditions, and any statutory provisions governing use of the premises, and to indemnify and save harmless the Company from all penalties and costs they or he may incur in consequence of any default in complying with such Terms, Conditions and Provisions.

Rules and Regulations for the hire of the General Purpose Hall, the Concourse, the Symington Suite, the Boardroom, the Exterior Pens and the Exterior Site.

1. Applications

All applications must be made using the form available from the Events Manager, and must state the halls/area and equipment desired and the purpose for which they are required. The Company reserves the right to refuse any application for use of the premises without the need to specify reasons, or to prescribe special requirements (e.g. indemnities) as necessary, or to cancel a letting without payment of any compensation except as a refund of monies paid by the Hirer.

2. Payments

Deposits are required to secure bookings. When a booking has been secured by payment of deposit, and is subsequently cancelled (or the date moved) by the Hirer, the Company shall retain the deposit paid.

The deposit required to secure a booking, while remaining non-returnable in the interval ending with the date of the function, may be refunded after the function has taken place subject to the Events Manager being satisfied as follows: -

1. the premises were vacated by the end of the time booked.
2. no damage has been caused to the premises or contents thereof by the hirer or persons engaged by or assisting him.
3. the floors, walls, ceilings carpets and furniture are left without residues of chewing or other gum, adhesive tape or patches or marks caused by the subsequent removal of such matter.

The hire charges must be paid in full no later than seven days before the date of the function. Any refund of the deposit will be at the sole discretion of the company.

Any variation in the facilities taken up by the Hirer and resulting in an additional charge will be the subject of a further charge payable on receipt of a written notice.

Cheques should be made payable to Lawrie and Symington Limited and should be forwarded, together with the official invoice, to: Lawrie and Symington Limited, Muirglen, Lanark ML11 9AX.

3. Cancellations.

In the event of the hirer, having paid the hire charges, cancelling the booking, a refund will be at the sole discretion of the company.

4. Subletting

The Hirer shall not, without the prior consent of the Company, use the premises or any part thereof for any purpose other than that stated on the form of application and the Hirer shall not, without such consent, sub-let any part of the premises to any other person.

5. Advertising

No poster or announcement advertising the purpose for which the premises have been engaged shall be produced until it has been approved by the Company.

Please note, when issuing invitations, advertising, schedules or promotional material, the venue should be identified as follows;

Lawrie and Symington Limited, Lanark Agricultural Centre, Muirglen, Hyndford Road, Lanark, ML11 9AX.

6. Apparatus

All furniture, apparatus, etc. brought or sent to the premises by the Hirer shall be at such times as shall be agreed by the Events Manager. The Hirer and any person or persons engaged by him to provide entertainment or other services must clear all property from the premises by the end of the times listed on the booking form.

In the event of failure to comply with this condition the Hirer shall pay an additional hourly charge for the remainder of the time the property is left on the premises. The Company shall be entitled to remove any such property not so removed by the Hirer, and the Hirer shall be liable for the cost incurred by the Company in such removal.

7. Catering

The Company Caterer holds the franchise for supply of all food and alcohol at the premises.

8. Damage and Loss

The Company cannot in any circumstances accept responsibility or liability for any damage, loss of property, articles or things whatsoever placed or left on the premises by the Hirer or any other person.

If any damage is done to the premises and/or its fittings and effects the expense of making good the damage is to be paid by the Hirer.

9. Stewards and Cloakroom Attendants

The Hirer shall be responsible for provision of such doorkeepers, ticket-takers and other staff as may be necessary in the interest of security and good order. The Company shall be entitled if they deem it necessary to appoint their own stewards and attendants and, at their discretion charge the Hirer in addition to the hire charges.

10. Entry

The Company reserves to itself the right of entry for its duly authorised employees and the employees of its duly authorised contractor(s) to all parts of the premises at all times, and requires that any ticket-takers employed by the Hirer shall be instructed accordingly.

11. Disabled persons use of the Premises

It will be for the Hirer to make their own arrangements for disabled persons. This is in addition to the disabled facilities available on the premises.

12. Decorations

External and internal decorations, flags, emblems and notices are allowed only with the permission of the event manager. *Nails, drawing pins, tacks, adhesive tape and adhesive pads are strictly prohibited*, and use of any such items will generate an automatic forfeit of part or all of the deposit paid. The use of flammable decorations is also forbidden.

13. Hazards

If, in the opinion of the Events Manager, any item brought into the premises by the Hirer, his agents, servants or guests is by virtue of its nature, condition or location, a hazard to his staff or members of the public, he may require the item to be removed. The Company cannot accept responsibility or liability in respect of injury caused by any item brought to the premises by the Hirer, his agents, servants or guests, or any of the employees of any contractor engaged by the Company.

14. Fire

The premises shall not be used for purposes which will involve any increased risk of fire, or vitiate any policy of insurance without previous notice having been given to the Company and the necessary special insurance of the premises having been arranged. The Hirer shall pay any additional premium required in respect of special insurance.

15. Police

If the Company considers it necessary it may engage such police constables as it considers necessary to preserve order, and the expense incurred shall be paid by the Hirer.

16. Performing Rights

The performance of live or recorded music at any function must cease thirty minutes before the end of the function, i.e. the time recorded in writing on the booking form.

17 Photography

The company reserve the right to exclude photography of any kind, and the use of photographic equipment from the premises. Any form of professional Photography must have the written permission of the Company in advance.

18. Fairs, Bazaars etc

Lettings for Bazaars, Exhibitions etc., shall be subject to any further changes or conditions which the Company's insurance providers may impose in respect of the extra risk involved.

The use of lighted lamps or candles on the stalls or in any of the shows, etc., is prohibited.

Applications for Fairs, Bazaars or other similar entertainments shall be accompanied by a plan showing the position of the stalls and other fittings and by a statement as to the proposed construction thereof.

The following conditions shall also be complied with: -

1. That in the construction of the stalls no thin wood lining and/or division be employed.
2. That every stall or structure of a like character which is placed within 1.53m of any other structure or part thereof, be restricted to a height of 3.66m.
3. That all roofs be of plaster or other fire-resisting material.
4. That all hangings used for draping be rendered fire-resistant.
5. That special arrangements be made to the satisfaction of the Company for the extinction of fire.

19. Lighting

No alteration may be made to the existing lighting arrangements without the specific permission of the Events Manager.

20. Screws, ropes etc

No nails, tacks, drawing pins or staples shall be driven into any part of the walls or floors of the building, and no preparations shall be used for polishing or altering the floors. No adhesive tape, pads or other substance may be used to affix materials of any sort to any part of the building. The attachment of ropes to columns or beams is expressly forbidden, except by special permission from the Events Manager.

21. Children

When children are present at events or functions their parents or guardians are required to ensure that the behaviour of the children is kept within reasonable limits, and that children found vandalising the premises or acting in a disorderly fashion are kept under the direct supervision of their parents or guardians for the duration of the function.

22. Emergencies

In the event of a fire or other emergency situation, the Hirer, his agents, servants and guests must comply with all instructions of the event manager or such duly authorised persons as the Company designates, if so directed, to evacuate the building and proceed to an assembly point for the purpose of ensuring that all persons who were in the building can be accounted for.

23. Temporary Closing

In the case of any breakdown, accident or other emergency situation whatsoever rendering necessary the closure of the premises or an interruption of any engagements either before or during the course of any letting or of any repairs or renewals consequent on any such breakdown etc., the Hirer agrees to hold the Company, the Events Manager and any and all persons acting under his directions absolutely harmless in every respect.

24. Broadcasting

Nothing shall be broadcast or televised on the premises without the prior written consent of the Company, and such consent, if given, may be subject to such terms and conditions as the Company thinks fit.

25. Parking

The Hirer shall ensure that motor vehicles are not parked in such a way as to obstruct the entrance or exits to and from the premises. The Company accepts no responsibility in respect of any vehicle or for any loss or damage to any vehicle or its contents.

26. Insurance

The Hirer must arrange their own event insurance, (including Public Liability Insurance) and exhibit same if requested by the Company. The Company at their discretion may require the hirer to carry out and exhibit a Risk Assessment for the event as a condition of the hire.

27. Licences

The Hirer will liaise with the Events Manager as to what licences are required for the event. The Hirer will take all reasonable steps to make sure there are no breaches of the licence regulations.

28. General

The Company at their discretion reserve the right to stop any event if there is a breach of any of the foregoing conditions.

In executing the aforementioned agreement, the Hirer confirms that they have read and understood the conditions herein.