



THE SOCIETY OF ADVOCATES IN ABERDEEN  
Concert Court, Aberdeen AB10 1BS  
Tel: 01224 640079  
Website: <http://www.socofadvocates.com>

## Venue Hire Fees

### Booking rates:

Base hourly rate: £70/hour

After 10pm hourly rate: £90/hour

Set-up/Cleaning up fee: £50

*All Room Hires include 1 member of staff overseeing the event.*

### Additional Items:

Item:	Price:
Tea & Coffee	£2/person
Projector & Screen	Free
Flipchart	Free
Tablecloths*	tbc on enquiry
Glasses*	tbc on enquiry
Dishware*	tbc on enquiry
Cutlery*	tbc on enquiry
Candelabras	£5
Parking Spaces (Maximum of 2)	Free

*\*Hired Caterers can usually supply their own table settings*

Extra staffing costs: £15/hour per staff member, £30/hour per staff member after 10 p.m.

*Depending on the type or size of the event, the Society of Advocates will require extra staff and/or security to be present. This will be determined based on the completed booking enquiry form and is solely at the discretion of the Society.*

## **Advance Fees**

Booking Fee – Weddings: £200.00

All wedding bookings must pay this non-refundable booking fee on confirmation of booking. This fee applies in addition to any others.

Deposit for all other events: £50.00

*Following signature of the Venue Hire Contract, a non-refundable deposit will be required to complete and secure the booking. The deposit amount will be deducted from the final invoice.*

*Any request for a change in setup requirements or to other relevant information following signature of the contract should be made in writing to the Executive Secretary who reserves the right to refuse such an amendment and/or cancel the booking. Any change will be subject to a £50 administrative fee.*

## **Terms and Conditions**

### **Terms and Conditions**

The Hirer agrees:

- 1) The Hirer is over 18 years of age.
- 2) The Hirer shall not use the Premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Premises or allow the Premises to be used for

any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

3) The Hirer is required to ensure that good order is kept in the Premises and its environs at all times during the hiring. The Society reserves the right to halt any function not properly conducted. Alcohol is not allowed to be brought onto or consumed in the Premises without express written permission from the Executive Secretary. This permission may be withdrawn at any stage during the hire by any representative of the Society of Advocates at their sole discretion. Smoking is not permitted anywhere in the building or grounds of the Premises.

4) The Hirer is responsible for the security of the Premises and persons in it during the hire period. The Hirer shall ensure that only authorised persons are allowed access to the Premises. The Hirer is responsible for the orderly and safe admission and departure of all guests and the efficient supervision of the Premises during the function. The Hirer shall provide suitable numbers of stewards and ensure that assistance is available at all times for those attending the function, particularly disabled persons.

5) The Hirer shall ensure that there are no obvious fire or other hazards jeopardising the safety of any person or which could cause damage to the Premises or surrounding buildings. The Hirer shall ensure that doors are not to be wedged open, nor gangways blocked. The Hirer shall ensure that all exit doors from the Premises are kept unfastened (except permitted crash bars etc) and exit routes left unobstructed during the function. Flammable substances shall not be brought into, or used in any portion on the Premises or surrounding buildings. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the written consent of the Executive Secretary. The Hirer shall ensure that responsible persons are instructed and available at all times to operate the fire alarm system, and the fire extinguishers, and to conduct an evacuation procedure. The Hirer or a responsible person nominated by them will be requested to visit the Premises prior to the hire date, to see Fire Alarm Points, Fire Exits and Fire Extinguishers in the area of hire. The hire will not be permitted to proceed without a separate signed acknowledgement that the responsible person has been so instructed and will be present throughout the duration of the hire. Sufficient access to the lane and areas between the Premises and Broad Street building must be maintained at all times to ensure speedy and safe evacuation in the event of fire.

6) The Hirer will not bring into, set up in, or attach to the Premises or surrounding buildings, any fittings, decorations, furnishing, equipment, electrical appliances or additional lights, nor make any extensions to the electrical installations of the premises, without the prior written consent of the Executive Secretary. Any such additions to facilities must be made safe in all aspects. The Hirer shall ensure that any electrical appliances brought by them to the Premises or surrounding buildings and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation. No electric or gas fires or heating equipment of any description is allowed into the Premises.

7) The Hirer must report all accidents involving injury to the public to the Executive Secretary as soon as possible and complete the relevant section in the Society's accident book. Any failure of equipment belonging to the Society must also be reported as soon as possible.

8) The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming, betting and lotteries.

9) If licences are required, the obtaining of the requisite licence is the responsibility of the Hirer, and the Hirer shall indemnify the Society and keep it indemnified in relation to any liability in this respect. The Hirer will notify the Society in writing of any licenses required prior to the subscription of the room hire contract.

10) If food is to be prepared or served and/or if the kitchen is to be used, the Hirer becomes responsible for correct Health and Safety practices under the Food Safety Act 1990 and any subsequent related regulations. If professional caterers are employed, their names and addresses and contact details must be supplied to the Executive Secretary in writing at least two weeks prior to the date of the hire. The kitchen must be thoroughly cleaned upon completion, and all waste foods / materials must be completely cleared off the Premises and grounds. The Society reserves the right to levy a cleaning charge if this is not done.

11) If the Hirer's activities involve children, then the Hirer is required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm and that all appropriate children's statutes and child protection guidelines are complied with. The Hirer must adhere to Protection of Vulnerable Groups legislation.

12) The Hirer shall indemnify and keep indemnified the Society, and all employees, volunteers, agents and invitees against,

- a) the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises, loss of revenue from any damage and any consequential loss.
- b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the Premises (including the storage of equipment) by the Hirer.
- c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the Premises by the Hirer.

The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation, invitees and any third party against all claims arising as a result of the hire. On demand the Hirer shall produce the policy and current receipt or other evidence of cover to the Society. Failure to produce such policy and evidence of cover will render the hiring void and enable the Society to re-hire the premises to another hirer. In these circumstances the deposit may be forfeit.

13) i) All music is to be kept to a reasonable volume and should not cause nuisance or disturbance.

- ii) Times of hire stated on the Schedule must be adhered to. Times of booking are deemed to include setting up / clearing away of rooms. Hirers should ensure that they have allowed time for this in order that they have vacated the Premises within their hire time.
- iii) Court business on the ground floor must not be disturbed. Accordingly, week day bookings may be subject to approval by the Sheriff Clerk.
- iv) All chairs and tables must be returned to where they were found.
- v) The Hirer shall be responsible for leaving the Premises in a clean and tidy condition. All rubbish must be cleared and taken away from the Premises and its environs. No rubbish is to be left in the Society's rubbish bins.
- vi) All equipment must be restored to its original position at the end of the hire period, after cleaning has been completed.
- vii) Any electrical extension leads shall be switched off and unplugged when the premises are vacated.
- viii) The Premises and the Premises contents and fixtures and fittings must be returned to the Society in the same condition as they were hired in.
- ix) The Hirer is to remove all items relating to their hire at the end of the hire period. If any items are left uncollected for more than 7 days, the Society will dispose of them as the Society sees fit.

A breach of any of items i) to ix) by the Hirer or the Hirers' agents may cause the Society to make a charge.

14) The Hirer must at all times observe the wishes and comments of the Executive Secretary or any other representative of the Society.

15) Staff at the event reserve the right to ask any individual to immediately leave the premises if they are seen to be disruptive, aggressive, inebriated or cause any damage to the library. The hirer is responsible for the individual(s) to comply. Failure to do so will result in immediate cessation of the hire.

16) Participants are required to keep to the library floor - if leaving the premises for any purpose, guests will not be permitted leave the door open.

17) For the avoidance of doubt, any car parking provided at the venue is for the duration of the hire only.

18) In the event of the Hirer making a written request to the Executive Secretary, for a change in setup requirements after conclusion of the hire contract or providing further relevant information, the society reserves the right to refuse such an amendment and /or cancel the booking. Any change authorised post contract will be subject to a fee in accordance with the list of fees.