

TERMS AND CONDITIONS

1. The booking must be confirmed in writing accompanied by a non-refundable deposit.
2. All payments by Credit Card will incur a charge of 2.5%.
3. Should your booking not be confirmed within 14 days The Engine Works reserves the right to release the booking with no advance Notification.
4. All Deposits are non – refundable.
5. We request that a deposit of 50 % of the estimated total be paid 3 months prior to the date of the event. For billing purposes no more than a 5 % reduction in numbers is permitted from this date.
6. Full payment of the estimate total is required 4 weeks prior to the event.
7. Should there be any outstanding charges they must be settled prior to departure.
 8. Cancellation Policy – Based on the estimate the charge will be:
 - o Within 4 weeks 100%
 - o Within 3 months 75 %
 - o Within 6 months 50 %
 - o Within 12 months 25%
 9. All rates are inclusive of vat at the current rate.
 10. Special offers and terms cannot be applied retrospectively to existing bookings.
 11. Any alcohol found on in the allocated event areas which have not been purchased from the Engine works will be charged to the account at the published rate – unless agreed otherwise
 12. The Engine works does not offer corkage; please speak to your event manager for details.
 13. The Engine Works will not be responsible for loss or damage to any article left in the venue prior to, during or following any event.
 14. All arrangements for caterers, entertainment and any external companies must be approved by The Engine Works.
 15. Cancellation by The Engine Works
 16. The Engine Works reserves the right to cancel the Event or to relocate the Event to another equivalent venue on the Premises for any reason and at any time including, but not limited to:
 - (a) unexpected building work or repairs to the Premises or other reasons beyond The Engine Works control, in which case The Engine Works will use all reasonable endeavours to notify the Hirer promptly of a possible or confirmed cancellation or relocation;
 - (b) A failure by the Hirer to pay any part of the Hire Charge when due.

USE OF KITCHEN

17. The Hirer is not permitted access to the kitchen unless agreed in writing in advance of the Event (£250 for the use of kitchen).
18. Hirers using the Kitchen must provide the Venue Hire Team no later than 10 Business Days prior to the Event with (i) copies of the Basic Hygiene Certificate(s) for the individual(s) who will be preparing any food in the Kitchen and (ii) a copy of an insurance certificate (or other equivalent document) showing that the Hirer (or other party acceptable to The Engine Works in its sole discretion) has taken out no less than £1,000,000 of public liability insurance cover for the Event and that such insurance is current and any premiums have been paid.

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23-25 Lochburn Road, Glasgow. G20 9AE



19. The Hirer must inform The Engine Works promptly if, for any reason, the certificates (or equivalent documents) referred to in Clause 10.5 above are no longer valid.

20. No persons under the age of 18 years of age may enter the Kitchen at any time.

21. The Engine Works will not be responsible or liable for any loss or damage, including any loss or damage in connection with food-related illnesses, arising in relation to or as a result of any catering arranged or carried out by the Hirer at the Event.

DECORATIONS:

22. Subject to the restrictions in this Clause, the Hirer may decorate or otherwise dress the Venue.

23. The Hirer may not decorate or dress any parts of the Premises other than the Venue.

24. The following are not permitted unless the Hirer has obtained prior consent from the Venue Hire Team:

(a) The fixing of any banners, posters or other items to the walls of the Venue or any other part of the Premises;

(b) The use of any paint, screws, nails, pins, adhesives, including blue-tack and other similar products on or in the walls or any part of the fixtures or fittings of the Venue or elsewhere on the Premises.

25. Candles are permitted in the Venue if and only if they are encased in tea light holders or similar which are higher than the height of the candle flame.

LIMITATION OF LIABILITY AND INDEMNITY:

26. The Engine Works excludes all liability in respect of:

(a) Any loss, theft or damage, howsoever caused, or by whomsoever caused, with respect to any property of any person that occurs in or on the Premises during the Hire Period or otherwise in connection with the Event; and

(b) The death or personal injury howsoever or to whomsoever caused which occurs while a person is on the Premises or in respect of any loss or damage suffered or sustained by any person in consequence of such death or personal injury (excluding any death or personal injury caused by an act, omission or the negligence).

END OF THE HIRE PERIOD

27. The Hirer must, and must ensure that all Event attendees vacate the Premises at the end of the Hire Period.

28. At the end of the Hire Period the Hirer must:

(a) Ensure that the premises are left clean and in good order; and

(b) Contact the Event Supervisor who will ask the Hirer to sign a confirmation that the Venue has been left in good order.

If the Premises are not vacated by the end of the Hire Period or if the Premises are not cleaned and tidied to the satisfaction of the Event Supervisor by the end of the Hire Period, The Engine Works reserves the right to impose additional charges on the Hirer in its absolute discretion.

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The Hirer must promptly report any damage to the Premises or The Engine Works property to the Event Supervisor. The Hirer will be liable to pay for any such damage caused by the Hirer or any Event attendee or guest.

29. The Hirer must, and must take all practicable steps to ensure that all persons attending the Event:

- (a) Act in a respectable and orderly manner;
- (b) Not cause nuisance or annoyance to other persons who may be using the Premises or to local residents;
- (c) Reduce any noise generated in connection with the Event and audible outside the Venue if instructed to do so by the Event Supervisor or the relevant authorities;
- (d) Exit the Premises in a quiet and orderly fashion at the end of the Hire Period; and
- (e) Act at all times in compliance with these Terms.

RESTRICTIONS ON USE

30. General

The Hirer may only use the Venue for the purpose specified by it in the Event Booking Form.

The Hirer must not, and must procure that all persons attending the Event do not:

- (a) Unless agreed in writing with venue, allow any animals, other than a guide dog accompanying a person with a visual impairment, to enter or remain on the Premises;
- (b) Smoke tobacco anywhere on the Premises other than in the gardens or the area immediately outside the venue
- (c) Bring any illegal substances onto the Premises; or
- (d) Bring any musical instruments onto the Premises without the prior written authorisation of the Venue Hire Team.

FIRE, HEALTH AND SAFETY

31. The Event Supervisor will show the Hirer all applicable fire escape routes and assembly points at or around the start of the Hire Period. It is the Hirer's responsibility to inform all other Event attendees of these fire escape routes and assembly points.

No fire appliances may be removed from the Premises or tampered with and all gangways and exits must be kept clear of obstruction.

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