

## Conditions of Hire

### *Conditions for the use of facilities and/or grounds of the Royal Botanic Garden Edinburgh (RBGE)*

#### A. Event Specification

- i. Clients should ensure that they are fully aware of the *extent of the rooms* or parts of RBGE to which the booking relates, and that any space requirements are met.
- ii. *An upper limit on numbers* for an event will be agreed by both parties.
- iii. RBGE reserves the right to impose further specific conditions it considers appropriate to the circumstances of a particular event.

#### B. Services

- i. An overall plan of *catering arrangements* should be agreed with RBGE in advance. It is preferable that the client uses RBGE's recommended catering companies; the client will be subject to their specific terms of contract for the service provided.

Please note that preparation and dishwashing facilities are very limited. Caterers should be aware that this will have to be done off-site. Removal of rubbish off site and basic cleaning must be carried out immediately after the event has ended. The client will be responsible for ensuring that the caterer complies with these conditions.

- ii. *Entertainment* is permitted on approval of RBGE, and an overall plan must be agreed before the event.
- iii. *Public telephones* are available. Other telephone or photocopying and/or secretarial services require prior approval, and will be charged.

#### C. Technical Support

- i. No trade stands, exhibits, signs, displays, advertising material or decorations are to be fixed in any way whatsoever to walls, floors or ceilings without prior approval.
- ii. The *use of any equipment* brought in by the client must be described in advance and its appropriateness and operation approved by a representative of RBGE. *All electrical and gas installations* or fittings must comply with safety requirements to the satisfaction of RBGE, and have a recent safety test certificate.
- iii. *Fire exits* must not be blocked or impeded in any way at any time.
- iv. *Storage of materials* is not usually possible unless otherwise agreed.

#### D. General

- i. The client or their representative must not contravene any common or statutory law and, in particular, must not contravene any law relating to health and safety, licences for trading, entertainment and alcohol and to copyright, performing rights, trading standards and consumer legislation.
- ii. The client will be liable for the costs of making good any damage caused by negligence or by the negligence of its agents or contractors. The client will also be liable for damage done to fabric or property by those persons attending the event. The client should ensure that they have adequate liability insurance to cover their event.

#### E. Fees and Payment

- i. *Charges levied* will depend on the nature and duration of the event and additional facilities or services required and will be quoted in writing to the client. By confirmation of the booking the client accepts all the conditions, facilities and other charges that have been quoted. Charges quoted are at current rates and may be subject to alteration. Any such alterations will be advised to the client as soon as possible.
- ii. *An invoice* will be issued after the event.
- iii. *Terms of payment:* Payment is due 28 days after the invoice date. Cheques should be made payable to the Events Manager.