

QUEEN MARGARET UNION

Student and Society Room Hire Agreement

By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of the room(s).

TERMS & CONDITIONS OF HIRE

Agreements with the Queen Margaret Union (QMU) for the hire of rooms and venues within the QMU premises are subject to these Terms and Conditions of Hire ("the Hire Conditions").

Charges

The QMU may decide to charge for the use of rooms on the premises. These will be agreed and paid for in advance of the hire.

Undertaking of the Hirer

The Hirer undertakes to ensure they have an understanding of the Hire Conditions.

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for a delegate to be present, throughout the hire to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions.

Only alcohol brought on the premises may be consumed in any of our rooms that are subject to this hire agreement. Furthermore, any group food catering in any of the rooms must be arranged through the QMU.

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for:

- Supervision of the use of the premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
- Ensuring that the premises are left clean and tidy with rubbish removed from the site at the end of the hire
- Ensuring that all equipment, chairs and tables have been returned to the way they were at the beginning of the hire period, the Premises are cleared of people and all lights switched off, (except for any facilities, room or public area in use by another continuing hire)

- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment or electrical appliances brought onto the Premises and used are certified safe and in good working order, and used in a safe manner
- That the premises are vacated by the end of the agreed hire period
- Failure to comply with these will result in a minimum £25 cleaning charge and the possible cancellation of future bookings.

Fire Regulations

The Hirer shall:

- Prior to the start of an event/meeting indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits in the room they have booked are kept clear at all times

The Evacuation Meeting Place is at University Gardens or Lilybank Gardens, on the street outside of the Union. No person may re-enter the premises without the permission of the Fire Brigade/duty manager.

Use of Premises

The Hirer shall not:

- sub-let or use the Premises for any purpose other than that described in their Booking Application
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the Premises
- allow smoking in the Premises.

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the QMU as soon as possible and complete the relevant section in the QMUs Accident Book. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called. Any failure of equipment, either that belonging to the QMU, or brought in by the Hirer must also be reported as soon as possible.

Stored equipment

The QMU may provide storage space, including lockers, for regular users, and may charge a deposit for the use of a key to these storage spaces. These keys remain the property of the QMU, and, on request, must be returned to the QMU.

The QMU accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The QMU may dispose of any such items after 7 days.

No alterations

No alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the QMU.

Any alteration, fixture or fitting, or attachment, so approved, shall, at the discretion of the QMU, remain in the Premises at the end of the hiring and become the property of the QMU or be removed by the Hirer. The Hirer must make good to the satisfaction of the QMU any damage caused to the Premises by such removal.

Interruption of Regular Bookings

If a Hirer is a regular weekly user, the QMU reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. The QMU also reserve the right to close the premises at any time during the booking period, which will mean the hirer will need to vacate the premises.

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.