

Hire conditions

The following are the conditions of let for the hire of the Soutar Theatre and/or Sandeman Room. By signing the booking form, the signatory is agreeing to observe and be bound by these conditions.

1. A booking is not confirmed until the official booking form has been completed and submitted to the A K Bell at least 14 days prior to the booking taking place. A booking form must be submitted within three weeks of telephone bookings or the booking slot becomes re-lettable.
2. The booking cannot be transferred to anyone else without permission. The signatory of the booking form is responsible for the booking and for the payment of the booking fee. The facilities can only be used for the purpose stated on the booking form
3. The charges are indicated on the attached schedule. Charges are reviewable annually on 1 April and may increase at that time.
4. The charge covers reasonable subsequent cleaning. The right is reserved to charge extra for what is considered by the Theatre Manager to be cleaning beyond normal expectation. All rubbish, props, costumes, publicity and incidental material relating to the let must be taken away within 24 hours of the hire.
5. Hire times are 9.00 am to 10.00 pm. Events starting before, or terminating after (to 11.00 pm at the latest) by special arrangement will be subject to additional charges.
6. The right is reserved to cancel any booking on the grounds of emergency works.
7. In the event of a cancellation of a confirmed booking by the applicant within 48 hours of the booking, the full fee will be payable; for cancellation within three weeks of the booking 50% of the fee will be payable.
8. The signatory will be held responsible for any damage to the premises, furniture or fittings or any property lost as a result of the event taking place and will be required to meet the full cost of reparation.
9. Perth and Kinross Council will not be held responsible for any damage to, injury caused by or the loss of, goods or property brought into or left in the Theatre or Meeting Room.
10. The signatory may be asked to provide evidence of any additional insurance cover that is required for an event.
11. Those responsible for the event on the day of hire should acquaint themselves with the position of fire exits, assembly points and fire fighting equipment, and they will be responsible for pointing out exits to those attending before the event begins.
12. Any let involving the sale of goods must ensure that an appropriate license, if applicable, is obtained. Contact should be made with Licensing staff at 2 High Street. If it is intended to hold a raffle connected with an event, where tickets have been sold in advance of the let, a gaming permit will have to be obtained from the same source. If ticket sale is made at the event only the permit is not required.
13. The Theatre Manager or his/her representative will have free access to the facilities at all times.

14. Fly-posting to promote events on any street furniture is an offence under section 100 of the Roads (Scotland) Act 1984. Organisations should make alternative legitimate arrangements to display publicity.
15. If events require the use of cooking equipment or anything that will cause additional heat or flame, the separate permission of the Theatre Manger must be obtained as separate provisions may be required.
16. Any special layout or requirements for an event must be made known to the Theatre Manager at provisional booking stage and confirmed at the time of confirmation.
17. For any hire involving the care of children (up to 16 years of age), organisers at the event will be required to have valid and up-to-date Disclosure Scotland certificates and the Theatre Manager will require sight of these.
18. No food or drink of any kind is to be brought onto the premises.
19. The capacity as described by the Fire Authorities must not be exceeded.
20. All areas of the building are NO SMOKING ZONES.
21. Any accident during the hire must be reported to the Theatre Manager
22. Payment for the booking will be due 21 days after receipt of invoice. Late payments will incur an interest surcharge.

All delegates for both the Soutar Theatre & the Sandeman Room should enter through the main Theatre glass door located on the right-hand side of the building.