



## TERMS AND CONDITIONS OF HIRE 2026/27

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These Terms and Conditions form a binding agreement between the Hirer and Starpic Project.

### **1. Booking, Confirmation and Payment**

- 1.1 All bookings are subject to approval by Starpic Project.
- 1.2 A booking is not confirmed until written confirmation is issued via email.
- 1.3 Confirmation will include the fee due and payment instructions.
- 1.4 Payment must be made in full no later than 14 days before access.
- 1.5 Payments are non-refundable and non-transferable, unless required by law.
- 1.6 Failure to pay on time may result in cancellation.

### **2. Access and Use of Premises**

- 2.1 The Hirer is permitted access only to the room(s) named in the confirmed booking.
- 2.2 No access is allowed to offices, kitchens, storage or any other rooms unless authorised.
- 2.3 Access is restricted to 15 minutes before and after the booking unless otherwise arranged.
- 2.4 All attendees must follow staff instructions.

### **3. Supervision, Safeguarding and Conduct**

- 3.1 The Hirer is responsible for supervision and safety of all attendees.
- 3.2 Activities involving children, young people or protected adults must comply with PVG requirements.
- 3.3 Starpic Project may terminate any hire immediately if behaviour is unsafe, unlawful, or disruptive.

### **4. Health, Safety and Fire**

- 4.1 The Hirer must comply with all onsite health and safety requirements.
- 4.2 The Fire Evacuation Plan must be read, signed, and returned before the booking.
- 4.3 The Hirer must ensure all attendees understand emergency procedures.

### **5. Equipment and Condition**

- 5.1 Equipment may be provided subject to availability.
- 5.2 Rooms must be left clean, tidy, and as found.
- 5.3 Any issues on arrival must be reported immediately.



## 6. Damage, Liability, and Indemnity

- 6.1 The Hirer is responsible for all damage connected to the booking.
- 6.2 The Hirer agrees to cover all associated costs, including repair, cleaning, security or staffing.
- 6.3 Starpic Project accepts no responsibility for personal belongings.
- 6.4 The Hirer indemnifies Starpic Project against all claims arising during the hire.

## 7. External Services & Contractors

- 7.1 Where the Hirer brings in external services (e.g. DJ, entertainer, speaker, catering):
  - Starpic Project is not responsible for any aspect of their liability or conduct.
  - The Hirer accepts full responsibility for them.
- 7.2 Starpic Project may request proof of insurance or qualifications.

## 8. Prohibited Items and Activities

The following are strictly forbidden for safety and legal reasons:

|  |   |
|--|---|
| <input type="checkbox"/> Sparklers or combustible items                      | <input type="checkbox"/> Alcohol consumption                                |
| <input type="checkbox"/> Piñatas   | <input type="checkbox"/> Animals (except trained assistance animals)        |
| <input type="checkbox"/> Smoking, vaping, or drugs                           | <input type="checkbox"/> Violent or aggressive behaviour                    |
| <input type="checkbox"/> Indoor barbecue or open flames                      | <input type="checkbox"/> Indoor barbecue or open flames                     |
| <input type="checkbox"/> Anyone under the influence of alcohol or substances | <input type="checkbox"/> ANY item or activity that may cause danger or harm |

Failure to comply may result in immediate termination, removal from the premises, and legal action.

## 9. Cancellations and Termination

- 9.1 Hirers must give at least 48 hours' notice for cancellations.
- 9.2 Starpic Project may cancel any booking for safety, operational issues, or breach of Terms.

## 10. Data Protection

- 10.1 Data will be processed according to applicable Scottish data protection law.
- 10.2 Data is stored securely and retained only for required periods.

## 11. Declaration



## 11. Governing Law

This agreement is governed by the laws of Scotland.

## Acceptance

I confirm I have read and agree to these Terms and Conditions of Hire.

Name: (print) \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_