



Standard terms and conditions Room Hire – 125 Princes Street, Edinburgh

1. Supply of a copy of these conditions shall not in itself be deemed to amount to acceptance of the booking by RICS Scotland. Bookings are treated as provisional until confirmed in writing. Quotations are always prepared for the number of guests indicated; final numbers are required no later than 12 noon five (5) working days prior to the event.
A variance in numbers may result in a change of price. Where applicable VAT at the current rate will be added to all prices quoted.
2. Room hire – The hire of rooms made for evening functions, after 1730, will incur a surcharge.
 - (i) A half day hire is for any of the following four-hour periods – 0900-1300, 1300-1700
Any start time outside of those specified will be charged a full day hire.
 - (ii) In order to apply for the members' rate room hire, the membership number must be given at the time of the booking.
3. Licence – RICS licences the hirer subject to these conditions, to use the rooms for the hire period for the sole purpose of holding the event and agrees to provide the hirer with the services.
4. The hirer shall not sub-let or assign the benefit or agreement without written consent of RICS.
5. Payment – the hirer shall pay RICS charges at such times as specified on the hire agreement and on the invoice issued for the event in pounds sterling. Please note that payment terms are strictly 30 days.
6. Facilities – RICS will provide the rooms with adequate heating, lighting and ventilation in addition to cloakroom and washroom facilities.
7. Catering – all catering requirements should be submitted no later than five days before the hire period.
8. Audio visual equipment – if RICS has agreed to supply audiovisual equipment and/or any projection equipment in any rooms, such supply will not include the supply of services of staff.
9. Details of any audiovisual equipment and/or projection equipment hire should be submitted no later than five days before the hire period.
10. Seating arrangements – furniture and seating will be arranged by agreement between the hirer and RICS. Details of seating and furniture layouts should be submitted no later than five days before the hire period.
11. Maximum capacity – the hirer shall not permit more than the maximum number of people notified by RICS to be in any room at a time. RICS shall have the right to require people in excess of the maximum permitted to leave the room.
12. Programme details – the hirer shall provide RICS, no later than five days before the beginning of the hire period, a full programme of the event, including all details needed for the provision of services under the agreement.
13. Films, photographs, videotapes – no film, photographs or videotapes of the interior of RICS rooms may be taken without the written permission of RICS.
14. Care of RICS rooms – the hirer shall use the rooms and keep them maintained in a clean, tidy and safe condition. The hirer shall ensure that no person:
 - (i) fixes anything to the structure or contents of the room
 - (ii) marks, soils, or damages the structure or contents of the room
 - (iii) paints or constructs any object or structure inside the room
 - (iv) leaves anything in, or in any way obstructs an emergency exit or any notice of any emergency exit.
15. Hazardous substances – the hirer shall ensure that no hazardous substances, articles or equipment are brought into RICS offices in connection with the event.
16. Electrical equipment and installations – the hirer shall ensure that no electrical equipment is used in such a way as to damage or otherwise interfere with the electrical installations. All portable equipment brought into the building by the hirer must have a current PAT test certificate.
17. Health and safety – the hirer shall comply in all respect with the current Health and Safety at Work Act 1974 or regulations made there under and any legislation amending or consolidating the same.
18. The hirer must provide RICS with a delegate list no later than three days before the beginning of the hire period.
19. RICS may without incurring any liability, terminate any booking if it decides in its absolute discretion, that this is necessary in the interest of safety and security.
20. Disposal of articles left on the premises – RICS shall have the right to remove and discard anything left in the room after the hire period has ended. If anything appears of value it may be stored for a period of time at the hirer's risk.
21. Catering – the hirer shall not, and shall ensure that persons entering RICS premises in connection with the event do not bring into the centre any food, liquor or other refreshments. All catering within the venue must be provided by the in house caterer. Where possible RICS will cater for any dietary requirement on request.
22. In the event that RICS Scotland cannot provide for whatever reason a waitress service, an additional staffing charge will be applied for outside catering assistants.
23. Right to eject – RICS reserves the right, in its sole discretion, to require any person to leave the premises and refuse to permit anything to be brought into, or require anything to be removed from the premises.
24. Right of entry – RICS retains the right of access to any rooms on hire during the hire period.
25. Termination by RICS – RICS may without incurring any liability:
 - (i) refuse to accept a booking and, up to a period of seven days of the beginning of the hire period, without giving any reason, terminate the hire
 - (ii) re-organise the booking
26. Termination by the hirer – if the booking is terminated for any reason, the following charges will be incurred:
 - (i) RICS shall be entitled to retain the deposit, if any paid
 - (ii) if the booking is cancelled more than 30 days before the event then 25% of the room hire will be paid by the hirer
 - (iii) if the booking is cancelled less than 30 days before the beginning of the hire period, 75% of the room hire and catering costs will be paid by the hirer
 - (iv) if the booking is cancelled less than seven days before the beginning of the hire period, 100% of the room hire and catering costs will be paid by the hirer.
27. Hirer hereby indemnifies RICS, and shall hold RICS from all claims, liabilities, losses, charges, damages, expenses (including legal fees) of any kind whatsoever, which may be sustained by RICS as a result of a third party claim in connection with breach by the hirer, its employees and agents, of this agreement. Hirer shall maintain adequate levels of insurance accordingly.
28. Accidents – any accident on the premises should be reported immediately to a member of RICS staff.
29. Insurance – RICS carries appropriate public liability insurance for the venue. However, RICS accepts no liability for any claim brought by delegates concerning the administration, content, speakers, presentations, materials or otherwise relating to the subject matter of the event. The hirer accepts full responsibility in this regard and agrees to indemnify RICS against any such claim in full and on demand.
30. These terms are entered into solely between and for the benefit of RICS. RICS and the hirer and are not intended to confer any benefit upon a third party.
31. Smoking – RICS has a policy of no smoking on its premises.