



## **Terms & Conditions**

We hope to keep things running smoothly at On The Fringe, we hope to keep you satisfied whilst ensuring all runs effectively from our end too. The terms and conditions of booking are outlined below, as are the terms in the unlikely event of a cancellation. At point of booking you will be asked what equipment or additional services you require and the total hire fee will include both the base hourly venue hire fee and any additional selections. The deposits and terms outline below are based on the total hire fee. It is important you read and understand these terms and conditions as they form part of your hire agreement with us.

## **Promoting your event**

Event organisers are responsible for promoting their own events within On The Fringe. We can provide advice and potentially training if needed in navigating social media promotional platforms and how to best produce materials such as flyers and posters, you will be asked if you need this support at point of booking. We do NOT however do your promoting for you, we will compliment your own promotional output with a listing on our website and our own social media. You will be expected to supply us with the correct links for facebook pages and tickets etc and we're happy to display any posters and flyers that you provide.

## **Hourly Rates**

All bookings are based on an hourly rate, if you go over 10 mins after the agreed booking time, the full extra hour will be charged, so for example a 3 hour hire agreed between 6pm – 9pm finishes at 9.11-9.59pm – the extra hour will be charged, so the total cost of booking would be a 4 hour hire, with any additional hours thereafter charged on the same terms. If the example event extended to between 10.11-10.59pm the overall hire charge would be for 5 hours.

Hire hours and fees quoted will include your set up and derig time also. So for example a band with their own gear and a live event of 2 hours, should factor in the set up, sound check and derig to the overall hire hours. We'd advise 4 to 5 hours hire time in such a case.

If you have booked use of our tables and chairs or projectors and PA, don't worry we'll do the set up for you and you would just book the relevant hours for your live event.

## **Booking and Deposits**

Helping to organise your events may take a little or a lot of our staff time and we need to ensure this expense will be covered, and that we have time to refill your booked times in the unfortunate case of cancellations. We request an upfront deposit of 50% on all events at point of booking.

## **Refunds & Cancellations**

### ***Week Day/Eve Events***

50% deposit will be required at point of booking, with the final balance being paid on the day/night.



**Cancellations** - *The refund on your deposit will depend on the period of notice you give us of any cancellations. Please see below:*

Over 14 days notice: You will be refunded 100% of your deposit

Over 7 but under 14 days notice: You will be refunded 50% of your deposit

Under 7 days notice: You will be refunded 25% Of your deposit

Under 24 hours notice: Your deposit will be non-refundable

## **Weekend Events**

We anticipate the hire of On The Fringe will be more in demand at weekends. Weekend events will also tend to have more organising and promotion involved. Organised packages may incur upfront expenses such as staff, co-ordinating sound engineers, additional equipment or catering. Where possible the 50% booking deposit will be due minimum 4 weeks in advance of your event. If the booking is made with under 4 weeks run in to your event, a 50% deposit will still be due. The remaining balance being due 7 days before your event, or in the case of late bookings, 24 hours before your event.

**Cancellations** - *The refund on your deposit and balance will depend on the period of notice you give us of any cancellations. Please see below:*

Notice given within 28-14 days: You will be refunded 100% of your deposit

Over 7 but under 14 days notice: You will be refunded 50% of your deposit

Under 7 days notice: You will be refunded 25% Of your deposit and 50% of any remaining balance paid will be refunded:

Under 24 hours notice: Your deposit is non-refundable and 25% of remaining balance paid will be refunded

## **Cancellation by On The Fringe**

If we ever have to cancel your event for reasons outwith your control, ie you have fulfilled all the terms in our booking agreement, including our responsible alcohol policy and external equipment policy, we will 100% refund any monies paid to us. However if we cancel your event due to policies not being followed by you or your booking agreement being contravened, the standard cancellation and refund terms and timescales will apply.