



Pollokshields Burgh Hall is an A Listed Building. The Trust has a responsibility to protect the fabric of the building and these guidelines have been prepared to ensure that you are able to decorate the rooms in a way that allows you to enjoy the setting that you want, without causing any damage

**We do ask that you follow these as the responsibility and repair cost of any damage caused will be yours.**

*Nothing should be placed in the way of any fire exits. If in any doubt, please check in advance with the office or with the duty caretaker*

To protect the fabric of the building we are unable to allow any of the wood paneling and fixtures, to be decorated.

Use of white tac is permitted to secure decorations on the Lower ground floor only. Command hooks are acceptable in **some** areas of the hall but please check before using them.

**You should not use pins, tacs or sticky tape** to fix decorations as this will leave holes and marks that are difficult and costly to remove.

The use of confetti canons, table confetti, silly string, unweighted helium balloons and smoke/fog/haze machines are not permitted

Biodegradable confetti is permitted outside of the building for photographs. Colour fast petals could be used.

An easel and a red aisle carpet runner are also available free of charge. We also have some battery operated candles that you may use with prior arrangement.

***So that you are not disappointed on the day, we ask that you read and adhere to these guidelines, and provide detailed décor plans in advance of your celebration.***

***Please remember that all décor set up and take down should take place within your hire times unless otherwise arranged.***

## **Suppliers** (music, decorations, flowers, lighting etc.)

1. Should you require musical instruments we can provide a piano on each floor. **Please note that the upright piano in the Maxwell Hall, and the Grand piano in the Stirling Hall, cannot be moved from either space.**
2. Please refer to our website for supplier details.
3. Please provide us with full and final details for your event using our event checklist which we will ask for in advance of your booking. This is usually 8 weeks before a wedding and, for other events, at the discretion of PBH staff.
4. All suppliers **must** deliver and collect goods within your hired time.
5. All suppliers must have valid liability insurance and use PAT tested equipment on site. It is the client's responsibility to check this. We advise clients to check this regulatory information prior to making a deposit payment to said suppliers.



## Decorations

1. Decorations are permitted in the halls but we do not allow any attachment to the wood panelling or decorations in the bar area. We have permanent hooks on the walls in the Maxwell Hall for any bunting/ fairy lights etc. that you may wish to use in the room. We can only allow white tac in other areas and must be confirmed beforehand to ensure the preservation of the building. Please do not attach white tac to the stone walls as this can leave marks. All bunting/fairy lights and any other decorations must be removed at the end of your function hire.

### **2. ONLY artificial candles are permitted on site (incl. weddings suites).**

3. Please note that should you have floral arrangements in jars/vases etc. these must be separated at the end of the night for disposal to the appropriate Glasgow City Council bins we have at the entrance driveway. Please ask the duty caretaker for guidance.

### **Clients are responsible for their guests attending the Hall at their invitation and for resultant behaviour. Please, no illegal drug use on site.**

3. Use of Confetti cannons or table confetti are not permitted on the premises. Biodegradable confetti is permitted but only outside of the building.

6. No smoke/fog/haze machines are permitted in the halls and all helium balloons must be securely weighted as loose balloons may set off alarms.

## At the end of the night /Pick up

1. We allow a minimum amount of items to be left overnight for collection at the next opening of the hall. Items left onsite are left you're the client's own risk and PBH will not be held responsible for any missing or damaged belongings. Should you wish to pick up your cake after your event then please make sure to bring containers or cling film to store it overnight.

2. If the hall is not open the following day the next available time will be agreed with you with the PBH office team.

3. Additional access fee will apply to any additional access after your event has finished.

## ENTRANCE

You are permitted to decorate the handrails with flowers.

## RECEPTION HALL

You can Place décor in all areas of the Reception Hall.

## HALLWAY

## STIRLING HALL

Nothing is permitted to be attached to the wooden paneling.

## BAR

No décor is permitted



### MAXWELL HALL

Hooks are provided for the hanging of lights. Nothing is permitted to be attached to the wooden paneling.

### HALLWAY

Nothing is permitted to be attached to the wooden paneling.

### LOGGIA

Nothing is permitted to be hung on the Brick wall

### CLIFFORD HALL

Pillars can be decorated with lights or garlands using white tac to secure. Please do not use sticky tape on these. Similarly, no sticky tape has to be used on the walls in the Clifford Hall

### TOILETS

You can leave supplies for your guest to use, such as soap, hairspray, deodorant and body spray.

No medications such as painkillers and other controlled substances are to be left in the toilets for guests to use. These will be removed if found.

**The caretaker on duty has the final say on all matters regarding keeping you, your guests and the building safe and secure.**