



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.

The unique character of the building can be enhanced with a few small additions such as flowers and fairy lights, or it can be completely transformed to create a unique setting. The only limit is your imagination! The building is versatile and the different halls allow you to host your day in the way you want.

An easel, a red aisle carpet runner and some battery-operated candles are available for you to use with prior arrangement. You should supply batteries for the candles.

Pianos are available in the **Maxwell Hall (upright), and the Stirling Hall (grand), please note that these cannot be moved from either space.**

If you are looking for a Decor supplier, please check our [preferred supplier list](#). These are companies that know the Halls intimately and are able to ensure you have the perfect day.

We do ask that you read and adhere to these guidelines as the responsibility and repair cost of any damage caused will be yours. We ask that you provide detailed décor plans in your 6-Week checklist.

1. 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.
2. Hooks are provided in the Maxwell Hall to allow the stringing of lights or bunting and in the Loggia at the windows.
3. To protect the fabric of the building we are unable to allow any of the wood paneling and fixtures, to be decorated.
4. **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. White tac and Command hooks/strips are acceptable in **some** areas of the hall but these should not be used on the stone walls.
5. The use of confetti canons, table confetti, silly string, unweighted helium balloons and smoke/fog/haze machines are not permitted inside the building, biodegradable confetti or colour fast petals are permitted outside of the building. Any misuse will result in a charge for removal and recycling.
6. No naked flames are permitted; artificial candles can be used.
7. No decorations are permitted in the Bar.
8. All suppliers **must** deliver and collect goods within your Hire time.
9. Contractors should have liability insurance, and be advised that they will be required to adhere to PBHT H&S guidelines. You should check that they have this in place before paying any deposits. They should supply their own ladders.
10. Ladders can be supplied to Hirer's to use at their own risk upon signing a waiver. Ladders will not be supplied to any persons that have consumed alcohol.
11. Any electrical items that Hirer's or Contractors use on the premises require to be PAT tested.
12. Suggested layouts for ceremonies, meals and evening receptions can be found [here](#). Your chosen layout should be advised in as part of your 6-Week checklist
13. All items belonging to the Hirer and Contractors should be removed before the end of the Hire period unless arranged in advance with the Office. Goods can be picked up by arrangement during normal office hours or access can be arranged outside of these times by paying the appropriate fee. Items left onsite are left at the owner's risk and PBHT will not be held responsible for any missing or damaged belongings.

***All décor set up and take down should take place within your hire times unless otherwise arranged. Extra time can be arranged subject to availability and payment of the required fee.***



#### ENTRANCE

You are permitted to decorate the handrails or have a free standing flower display. You are permitted to wrap LED lighting around the plants in the entrance way.

#### RECEPTION HALL

You can place décor in the Reception Hall. No attachments are permitted to the stone walls, Free standing signs and décor boxes are permitted

#### HALLWAY

Free standing décor is permitted

#### STIRLING HALL

Flowers and Artificial candles can be placed in the fireplace and on windowsills. Free standing décor. No attachments to the wood paneling are permitted

#### BAR

No décor is permitted

#### MAXWELL HALL

Hooks are provided for the hanging of lights or bunting. Flowers and artificial lights are permitted and free standing décor. No attachments to the wood paneling are permitted

#### Lower ground floor HALLWAY

Table can be used for decorations (table cloth required) Hangings can be attached to the wall using white tac. Pillars can be decorated with bunting, lights or garlands.

#### LOGGIA

Hooks are in place in at the windows for you to hand bunting, lights or photographs. Flowers and artificial lights are permitted and free standing décor. Nothing is permitted to be hung on the stone wall.

#### CLIFFORD HALL

Pillars can be decorated with bunting, lights or garlands. Walls can be decorated using white tac. Wooden sliders can be decorated. Window sills can be used for LED candles or other décor.

#### TOILETS

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

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.**