



*The Trades Hall*  
of Glasgow

## REQUIREMENTS CHECKLIST

<b>TENANT</b>	
<b>DATE OF FUNCTION</b>	
<b>TIME ENTRY REQUIRED FOR SETUP</b>	
<b>TIME GUESTS ARRIVE</b>	
<b>TIME EVENT FINISHES</b>	
<b>BREAKDOWN TIME REQUIRED</b>	

### SET UP:

### DEPARTURE TIME:

DO YOU REQUIRE A TOP TABLE	<b>YES/NO</b> If Yes, number of chairs required
DO YOU REQUIRE A REGISTRATION TABLE	<b>YES/NO</b> If Yes, please state location ie Foyer, inside or outside of your room?
HOW DO YOU WISH THE ROOM TO BE SET  THEATRE U SHAPE BOARDROOM OTHER – please state	<b>Any other requirements</b>

### EQUIPMENT DETAILS: Please tick

PROJECTOR – Y/N	SCREEN – Y/N
MICROPHONE(S) – No. of – 1/2 – please circle	WIFI ACCESS – Y/N
PIANO	FLIPCHART & PENS – Numbers & location(s)
CD PLAYER	PA SYSTEM FOR YOUR MUSIC – Y/N

### DELIVERIES:

#### **HAVE YOU ARRANGED DELIVERY TIMES/ITEMS WITH THE TRADES HALL OFFICE?**

**Please note:** no responsibility will be taken for deliveries made to the hall and/or signed for by the duty hallkeeper for any loss or damage that may have occurred in transit or whilst stored in the building prior to the function. **Please ensure that all deliveries have the name and date of the event marked on them.**

PLEASE LIST ITEMS BELOW:

## POINTS TO NOTE

- Please discuss layouts with your Trades Hall co-ordinator
- To ensure the smooth administration of your function it would be helpful if you could forward a timetable/running order of your event to the Trades Hall Office 14 days prior to your event.

If you envisage any signage, decorative items, additional equipment/lighting\* being placed either inside or outside the building please detail these items below as special permission may be required. Additional usage of electrical items/lighting may involve extra charges being levied.

- **Equipment/Lighting appliances must be inspected by a responsible contractor and certification of such **MUST** be produced to the Operations Manager 10 days prior to the event**
- **Risk Assessments may also be requested by the Operations Manager 10 days prior to the event**

**DETAILS OF SIGNAGE, DECORATIVE ITEMS, ADDITIONAL EQUIPMENT/LIGHTING  
(including wattage output)**

**TO ENSURE THE SMOOTH RUNNING OF YOUR EVENT PLEASE RETURN THIS FORM TO THE HALL OFFICE, 85 Glassford Street, Glasgow G1 1UH AT LEAST TWO WEEKS PRIOR TO THE EVENT.**

Email: [info@tradeshallofglasgow.co.uk](mailto:info@tradeshallofglasgow.co.uk)  
Fax: 0141 552 5053

Post to: Trades Hall of Glasgow  
85 Glassford Street  
Glasgow. G1 1UH