



PRIVATE EVENTS
T&Cs 2025

26.03.25



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1. Parties Concerned

Any contract regarding services by The Voodoo Rooms (Scotland) Limited (henceforth “The Voodoo Rooms”) to The Client (henceforth “you”) shall only become valid upon the review and agreement of the Terms and Conditions contained within this document (henceforth “T&Cs”).

2. Acceptance of T&Cs

Payment of the hiring fee or any associated costs will be treated as confirmation of your acceptance of the T&Cs. In a scenario where you do not agree to the T&Cs, The Voodoo Rooms reserves the right to accept an alternative booking from a different Client.

Subject to the T&Cs, The Voodoo Rooms undertakes to provide you with the facilities and services as detailed in email or phone correspondence in exchange for paying the charges referred to in email correspondence in full. These terms and conditions, alongside any relevant email or phone correspondence comprise the entire contract made by The Voodoo Rooms with you.

3. Booking

All bookings will be treated as provisional until we receive the requested fee as communicated by email. Bookings will be released if we do not have the payment within seven days of the invoice being issued, unless stated or agreed otherwise.

4. Prices

All prices quoted are valid until notified otherwise. The Voodoo Rooms reserves the right to amend the prices quoted upon written notice to you to reflect any increases in costs to us. Should you make changes to your booking after the initial deposit has been paid, additional charges may apply, and additional deposits or payments may be asked of you prior to your event taking place. The Voodoo Rooms may also invoice you at any time according to the payment terms in respect of any sums due for goods and services provided by us for your event. All prices quoted are non-commissionable. Rates are VAT inclusive unless otherwise stated.



5. Number of Attendees

Changes during the booking process

We require approximate numbers from you at the time of booking. Final numbers are required two weeks prior to the relevant event. Where costs quoted are determined by number of attendees, any changes to numbers will be reflected in the final invoice - subject to our amendments policy in [section 8](#).

If the number of attendees is reduced to below the function room's agreed minimum as referred to in email or phone correspondence, we reserve the right to either:

- i. reallocate the booking to a suitable alternative space,
- ii. if no such space is available, cancel your booking,
- iii. invoice an additional flat fee of £110 on top of, and exclusive of, the rental fee.

Changes during the event

During Ballroom events, if attendee numbers drop to fewer than the minimums as specified in email or phone correspondence we reserve the right to reallocate the Ballroom bartender to the main bar.

If the total number of attendees fails to meet the specified minimum capacity, then an additional flat fee of £110 on top of, and exclusive of, the rental fee may be invoiced to you.



6. Right of Admission

The Voodoo Rooms reserves the right to refuse admission at any time.

Additionally, The Voodoo Rooms is strictly an 18+ venue and entry will be refused to anyone below this age. Certain exemptions for the admission of Children and Young Persons are detailed in the next section.

Furthermore, you / your guests / your staff / any other representatives of your event must not wear any sports apparel, tracksuits, or joggers within the venue. We reserve the right to refuse entry to any individuals wearing these clothing items.

7. Admission for Children and Young Persons

Children and Young Persons (those younger than 18, including babies in arms) are only permitted in the Restaurant and the Ballroom (neither of which have a bar server), alongside access ways to these rooms, and to the toilets. Please note that Children and Young Persons must vacate the premises by 10pm.

Access is only granted to Children and Young Persons upon the conditions of being accompanied by an adult:

- for the purpose of the consumption of a meal in the Restaurant, or
- when attending a private pre-booked function in the Ballroom.

8. Amendments

Amendments to any agreed details prior to the event should be put in writing by email to the Events Team at a minimum of seven days before the event.

Should you seek to amend details of a booking with seven or less days notice then you must communicate this by phone as well as by email. Refunds will not be granted for changes made within this period. Additionally, we reserve the right to deny any amendments requested within this period.

You agree that The Voodoo Rooms may accept any verbal amendments to the arrangements given during the course of the event, or its preparation, by the client, or by anyone acting, or purporting to act, on the client's behalf, and the client agrees to pay for any additional goods or services so provided.



9. Cancellations and Refunds

It is your responsibility to notify The Voodoo Rooms of any cancellation in writing by email. Cancellations within 7 days of the event must be communicated by both phone and email correspondence. Any payments made in relation to a cancelled event are subject to the refund policy as follows:

- i. Notice of 12 weeks or more - 100% refund
- ii. Notice of less than 12 weeks - 0% refund

In the event that there are any costs incurred, and in respect of third parties, arising from the cancellations, you will reimburse The Voodoo Rooms in full for any monies that The Voodoo Rooms may have had to pay out on your behalf.

Should The Voodoo Rooms have to cancel your booking for the following reasons, you will not receive any refund on any advance payments made to secure your booking:

- Pandemic; local social or political unrest; road closures; threats to public safety etc.
- No communication by email or phone correspondence is received by our events team within two weeks of the event.
- Any part of the building is unavailable due to circumstances beyond our control.

Under the following reasons, should The Voodoo Rooms have to cancel your booking you will receive refunds on all your advance payments and will not have any other liability:

- The booking may damage the brand reputation of The Voodoo Rooms.



10. Payment Terms for Private Hire

Confirming Private events

Private events are confirmed by payment of a room hire fee. This fee is subject to our refund policy, as stated in [section 9](#).

Confirming Private Dinners

Private dinners are confirmed by payment of a deposit, which is deducted from the total value of the final balance. This deposit is calculated on a per-head basis. This fee is subject to our refund policy, as stated in [section 9](#).

Invoice Terms

Invoices must be settled within seven days of receipt. Failure to do this may result in your booking being cancelled. Payment of the full room hire fee is required at the time of confirming a private event.

11. Additional Charges

Should any equipment, fixture, fittings, property, or belongings of The Voodoo Rooms be damaged during your event and thus need repair, a further invoice will be issued to the event organiser.

Per [section 13](#), a cleaning and maintenance fee may be sent via invoice if additional cleaning is required due to your / your guests / representatives of your events' actions.

The full cost of repairing or replacing any of The Voodoo Rooms' property as a result of damage or breakage, or the removal of The Voodoo Rooms' property, will be charged to you, whether said loss was caused by you / your guests / your staff / or indirectly by a guest at your event.

Any charges must be settled within seven days of receiving the invoice.

12. Liability

Other than for death or personal injury caused by the negligence of The Voodoo Rooms, The Voodoo Rooms's liability to you / your guests / your staff / any other



representatives / third party contractors is limited to the price of the booking.

The Voodoo Rooms will not accept responsibility for loss of, damage to, or theft of your / your guests / your staff / any other representatives' personal property, including but not limited to, gifts, equipment, presentation/promotional material, or any other items brought into the premises.

The Voodoo Rooms is not liable for failure to perform its obligations to the extent that the failure is caused by any factor beyond its reasonable control. The Voodoo Rooms reserves the right to evacuate the building in the event of a fire alarm, or other emergency, irrespective of whether it is a false alarm or not, in order to protect all guests and staff. The Voodoo Rooms does not accept any liability for any consequent delay or disruption and will not issue refunds or compensation on these grounds.

The Voodoo Rooms does not accept any liability or responsibility for disruption of power, water, gas, or any utilities that are beyond the control of the venue.

13. Use of Facilities and Equipment

You and all persons attending The Voodoo Rooms shall comply with all licensing, health and safety and other regulations relating to The Voodoo Rooms;

- not carry out any electrical or other works including amplification and lighting without prior consent;
- not bring any dangerous or hazardous items into the building;
- not act in an improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable requests made by The Voodoo Rooms's employees;
- not bring or allow to be brought drinks, alcoholic or otherwise, from outside the premises for consumption during an event without prior consent, observing agreed corkage fees;
- not to consume any food or drink in The Voodoo Rooms not provided by The Voodoo Rooms without prior consent, observing any necessary disclaimers.



Sound Levels

Any person in breach of these conditions may be refused admission or asked to leave the property. Out of respect for our neighbours, the level of noise must be kept to a reasonable level as defined and approved by the Local Authority. This includes both sound produced by sound equipment and by you / your guests / your staff / any other representatives of your event. If staff of The Voodoo Rooms ask for sound levels to be lowered during an event, this must be honoured by the respective individuals or those refusing the request may be asked to leave.

Decorations and Adhesives

We expect the venue to be respected and left in the condition in which it was offered to you. Decorations including (but not limited to) confetti and glitter are prohibited. High-tack tapes and adhesives (duct tape, heavy duty tape, etc) cannot be applied to painted surfaces or floors. Low-tack tapes or adhesives (sellotape or blue tack) can be used on non-painted walls and surfaces.

If the room is left in a condition deemed unacceptable by the venue and our cleaners, we reserve the right to invoice an additional cleaning and maintenance fee to the event organiser as detailed in [section 11](#).

Public Liability Insurance

You / your staff / any other representatives of your event must be able to provide evidence of valid Public Liability Insurance upon request (musicians, performers, photographers, etc).

Hired Sound Equipment

Where you hire wireless microphones or DJ equipment from us, you must return this in the same condition and with the same functionality as it was provided. Where this is not the case, you may be subject to a discretionary charge proportional to the cost required to repair, or replace where necessary, the piece(s) of equipment hired.



14. Prohibited items

The Voodoo Rooms strictly prohibits the use of fire, smoke machines, pyrotechnics, and vapes. Use of any of the above within the venue will result in the immediate ejection of the offending guests or full cancellation of the event. It is your responsibility to inform your guests of this policy.

15. General Matters

In accordance with UK law, it is our policy not to discriminate on grounds of race, colour, nationality, religion, gender, sexual orientation, marital status, age, ethnic origin or disability. The Voodoo Rooms will not tolerate any violence or abuse towards any of the staff at any time. Any guests exhibiting behaviours deemed inappropriate or discriminatory with regard to UK law as outlined above, may be removed from the premises. Serious episodes or incidents can and will be reported to the police.

Should you wish to bring your own equipment into The Voodoo Rooms it is your responsibility to ensure that it is tested and is safe to use. Additionally, any non-UK equipment must be used with appropriate international to UK power adapters.

Any complaints on the day should be brought to the immediate attention of the Duty Manager, so that the matter can be resolved where possible. The Voodoo Rooms will take all responsible steps to fulfil its obligations to the best of its ability and in accordance with the details provided by you. This contract is non-assignable by the client and shall be governed in all respects by Scots Law.

The Voodoo Rooms will legally pursue any defamatory criticism of its enforcement of the terms and conditions, in order to protect its reputation and fair business practice processes.