

GENERAL TERMS AND CONDITIONS

Guest List

- The guest-list must be provided in printed format and in alphabetical order at least 15 minutes before opening time.
- If the number of guests exceeds 60 people, organizer must supply his/hers own host at the door to handle it.

Premises (including dressing rooms, office etc.)

- Dressing room will be prepared according to the agreements or 1 hour before start of the event.
- Organizer and crew must leave dressing room within 1 hour after their time slot (show) has ended.
- Sugarfactory has a strict NO-SMOKING policy in the venue. Smoking is allowed only in smoking lounge. This applies to all artists and DJs.
- The organizer is, during the event period, responsible for supervision and the behavior of all artists and artists guests that are involved in the event
- Any damage to technical equipment, furniture, décor, fixtures, fittings or any other property of the Sugarfactory, on or off stage, directly resulting from a usage by the user or any of the company for a purpose that the equipment etc. was not designed for or by reckless behaviour / operating will be covered in full by the organizer. Additional rules apply for live painting as part of the program in the venue.

Regulations and Licenses

- The use of or distribution of hard drugs in or around the premises is forbidden under law
- Animals excluding “ seeing and hearing ” guide dogs are not permitted in the venue
- The organizer must comply with all conditions and regulations by the Fire Authority, Local Authority, the Local Magistrate’s Court, or otherwise.
- The organizer must comply with the current Health and Safety at Work Act and the Working Conditions Act. Additional protocol and rules apply for extreme sports as a part of the program in the venue.
- The organizer must supply one chaperone for every 10 children under 16, and ensure that only fit and proper persons are working with children.
- The organizer must not exceed the maximum number of persons agreed for this hire, without written permission from Sugarfactory, which may be withheld due to Fire Regulations.
- The organizer must keep a register of all their crew within the building.
- All ticket sale and any other handling of cash during the event will be handled by Sugarfactory personnel only. This includes selling of tickets, paid reservations and / or paid guestlist (does not include sell of merchandise). To sell tickets outside SF kassa system without book-keeping by SF on these premises is illegal and will not be tolerated.
- Anyone wishing to film or record an event may do so only by prior arrangement and contract with the venue.

Additional Equipment and Decor

- No stickers allowed inside venue. Extra cleaning charge will be invoiced to those without the exemption permission.
- No confetti allowed inside the venue. Extra cleaning charge will be invoiced to those without the exemption permission.
- Sugarfactory is not responsible for any deliveries or pick up of either decor or equipment brought in by 3rd parties or organizers.
- Unless agreed otherwise with production department, forgotten decor & equipment must be picked up within 10 days of the event or it will be either removed from the venue or charged for storage. Storage is always at own risk.
- No equipment (be it electrical or otherwise) may be brought into, or used, in the theatre without prior agreement or contract with the production manager of the venue.

- All electrical equipment that is brought into the venue must be in good condition and be accompanied, where applicable, by the relevant electrical and safety test certificates.
- All rigging equipment must be accompanied by load test certificates and or be certified by an existing known rigging company.
- All use of set, props, and special effects must be agreed and approved by the venue production manager before commencement of setting up and must have the relevant Fire Safety certificates.
- All decor and props must be fitted with appropriate hanging and/or attaching systems that can support at least ten times the weight of the rigged object. This includes tie-rips / chains/ hooks etc. The size of banner for outdoor installation is MAX 2x1 meter. The size of stage banner should not exceed 4x4meters.

Insurance

- The organizer is responsible for the insurance of its own crew and property against all risks and fully indemnify the venue against all costs, claims and demands in respect of personal injury or damage to, or loss of, property and any financial or economic loss resulting from anything done or omitted by the user.
- Neither party must do anything on the premises whereby the insurance policy of the other may be invalidated or which may cause an increased premium to become payable.

Cancellation

The venue reserves the right to cancel the booking or charge eventual damages if any of the conditions of this agreement are not fulfilled.