

1. Introduction

The Betty McAllister Award is designed to recognize and support the amazing creativity that exists in Glasgow by offering credits for free room/venue hire and technical support for events. By accepting the Betty McAllister Award, the awardees agree to the following terms and conditions.

2. Eligibility

- The Betty McAllister Award is open to individuals, groups, or organisations who need financial help to put on their creative endeavours by offering free venue space.
- Awardees must use the awarded credits within the specified time frame provided in their award notification.
- The award is non-transferable and must be used by the awardee(s) as specified.

3. Award Inclusions

- Awardees will receive credits that can be used for the free hire of rooms as detailed in the award notification.
- **One credit is equivalent to one hour of hire in one room.** Awardees must contact us to use their credits and schedule their booking.
- The award includes support from our technicians for the event. This support may include assistance with lighting, sound, and other technical aspects of the event as outlined in the award details.

4. Award Exclusions

- The Betty McAllister Award does **not** include any financial budget or funding for the event. All additional costs, including but not limited to catering, marketing, décor, and any additional equipment hire, must be covered by the awardee(s).
- The award does not cover any third-party services or vendors. Awardees are responsible for arranging and financing any external services required for their event.

5. Booking and Availability

- Room/venue hire is subject to availability and must be booked in advance.
- Awardees must contact us directly to use their credits and schedule their event. Booking is not confirmed until it is officially acknowledged by our team.
- Credits must be used by **December 21st 2024**. Unused credits will expire after this date and cannot be carried forward.
- The awardee must adhere to the venue's booking policies, including any cancellation or change fees, which will be the responsibility of the awardee if applicable.
- The venue reserves the right to refuse bookings on certain dates or for events that do not comply with the venue's policies or standards.



6. Technical Support

- Technical support is provided within the scope and capability of our in-house technicians. Any additional or specialised technical requirements beyond what is typically offered will need to be arranged and paid for by the awardee.
- Awardees are required to coordinate with the technical team in advance to ensure all technical needs are met within the provided support. Tech specs must be sent over well in advance of the event(s).

7. Event Promotion and Conduct

- Awardees are responsible for the promotion of their event, including all marketing and outreach efforts necessary to ensure the success of the event.
- Awardees are responsible for the conduct of their event, including compliance with all legal requirements, venue rules, and health and safety regulations.
- Any damage to the venue or its equipment during the event will be the responsibility of the awardee, and costs for repairs or replacements may be charged.

8. Marketing and Promotion

- The venue may request the right to promote the event as part of its marketing activities. Awardees agree to provide event details and images as needed for this purpose.
- Awardees are encouraged to acknowledge the support of the Betty Award in their event promotions.

9. Limitation of Liability

- The venue and its management are not responsible for any loss, damage, or injury sustained during the event.
- The venue reserves the right to amend or withdraw the Betty McAllister Award at any time without prior notice if circumstances necessitate.

10. BYOB / Alcohol at Events

- Our Venue is BYOB and if running an event where you would like to extend the offer to your guests to drink then you must adhere to our BYOB policy.
- Our BYOB Policy states that each person drinking must pay £5 a head. This is the responsibility of the Awardee to advertise for their event.
- BYOB must be agreed in advance of your event with The Dream Machine.
- Full details on our BYOB Policy can be found in our Room Hire Information Document .
- Organisers must be responsible for their own event and not be intoxicated.



11. Acceptance of Terms

- By accepting the Betty McAllister Award, awardees agree to these terms and conditions in full. Failure to comply with these terms may result in the forfeiture of the award and any associated benefits.

12. Contact Information

- For any inquiries or to discuss your event details, please contact alex@dreammachineproductions.org