



# Venue Hire Booking Form

Organisation name:			
Private company: <input type="checkbox"/>	Registered charity: <input type="checkbox"/>	Charity number:	
Proposed date/s for hire:			
Hours required total:			
Set up from:	Start time:	End time:	
Expected number of attendees:			
Room options. Please refer to the 'Venue Hire Charges' and 'Terms & Conditions' of Hire for fees, room capacities and cancellation charges.			
The Howe Room <input type="checkbox"/>	The George Room <input type="checkbox"/>	Squire's Parlour <input type="checkbox"/>	The Art Gallery <input type="checkbox"/>
Squire's Coffee House <input type="checkbox"/>	The Museum <input type="checkbox"/> (Price and conditions on application)		
Room Arrangement.			
Lecture Style <input type="checkbox"/>	Workshop Style <input type="checkbox"/>	Boardroom Style <input type="checkbox"/>	Drinks Reception <input type="checkbox"/>
Equipment. Please indicate the equipment you wish to be made available for your booking.			
Digital projector including screen (£15.00 + VAT) <input type="checkbox"/>			
Flip chart and pens (£7.50 + VAT) <input type="checkbox"/>		Whiteboard and pens (£5.00 + VAT) <input type="checkbox"/>	
Catering and refreshments. Tea / coffee / water and biscuits, £2.95 per head per session plus VAT. Please indicated below at which time you would like your refreshments, maximum 3 sessions per booking.			
Numbers required:	Session 1:	Session 2:	Session 3:
Catering package Yes <input type="checkbox"/> No <input type="checkbox"/> (Additional fees apply. Please ask for more details)			
Numbers required:		Time required:	
Dietary requirements:			

<p>Please calculate the total booking fee, by using the 'Venue Hire Charges' sections (pg.3) and include all selected additional charges outlined above.</p> <p>Please include any VAT charges, if catering is requested VAT will be charged at the standard rate for room hire.</p> <p><b>Total booking fee: £</b></p>	<p><b>Payment</b></p> <p>Cash <input type="checkbox"/></p> <p>Card <input type="checkbox"/></p> <p>Cheque <input type="checkbox"/></p> <p>Invoice <input type="checkbox"/></p> <p>Cheques payable to Peterborough Limited.</p>
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Peterborough Museum & Art Gallery reserves the right to make a charge for late cancellation, damages and additional cleaning as required.



[peterboroughmuseum.org.uk](http://peterboroughmuseum.org.uk)

### Invoice details

PO number:	
Peterborough Museum & Art Gallery reserves the right to make a charge for late cancellation, damages and additional cleaning as required.	
Name:	Position:
Address:	
Postcode:	
Telephone:	Mobile:
E-mail:	
Signed:	
Print name:	Date:

Under the Electricity at Work Regulations, if you wish to use your own electrical equipment, it must have been tested by an approved or suitably qualified person within the last 12 months prior to booking. The use of an RCD (circuit breaker) may be required.

***Please let us know of any such equipment you intend to use:***

I certify that I am over 18 years of age, that I have read the conditions of hire that are in force at the present time and I accept responsibility for observance of the Fire and Safety Regulations and agree to pay on demand the charges hereby incurred.

I hereby indemnify Peterborough Limited against all claims in respect of injury, loss or damage (including damage to Museum premises) arising from this/these event(s). In requiring this undertaking, Peterborough Limited does not seek to absolve itself or any of its employees from liability as owners/occupiers of these premises.

Thank you for your booking enquiry. Please complete the form below and return to Peterborough Museum & Art Gallery, Priestgate, Peterborough, PE1 1LF or email to [\*\*museum@peterboroughlimited.co.uk\*\*](mailto:museum@peterboroughlimited.co.uk)

To ensure that Peterborough Museum & Art Gallery are able to fully cater to your requirements and to confirm your booking, please return completed forms no later than 7 days prior to your requested booking date.

<b>Notes:</b>
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## The Howe Room (Lecture Room) - Hearing loop fitted.

<b>Room capacity with catering:</b> Lecture style layout 60 delegates Workshop style layout 50 delegates Boardroom style layout 32 delegates		<b>Room capacity without catering:</b> Lecture style layout 75 delegates Workshop style layout 50 delegates Boardroom style layout 32 delegates	
Hourly rate	Commercial organisations	Charities / Community groups	
Within office hours*	£35.00	£30.00	
Outside office hours*	£70.00	£65.00	

## The George Room (meeting room) - Alternative layouts available upon request. POA.

<b>Room capacity with catering:</b> Boardroom style layout 16 delegates U shaped layout 14 delegates Workshop style layout 12 delegates		<b>Room capacity without catering:</b> Boardroom style layout 16 delegates U shaped layout 14 delegates Workshop style layout 24 delegates	
Hourly rate	Commercial organisations	Charities / Community groups	
Within office hours*	£20.00	£15.00	
Outside office hours*	£40.00	£30.00	

## Squire's Coffee House - Available from 5pm.

<b>Room capacity with catering:</b> Lecture style layout 20 delegates Workshop style layout 10 delegates		<b>Room capacity without catering:</b> Lecture style layout 20 delegates Workshop style layout 10 delegates	
Hourly rate	Commercial organisations	Charities / Community groups	
Available from 5pm	£50.00	£45.00	

## Squire's Parlour (Conference Room) - Alternative layouts available upon request, POA.

<b>Room capacity with catering:</b> Boardroom style layout 12 delegates		<b>Room capacity without catering:</b> Boardroom style layout 12 delegates	
Hourly rate	Commercial organisations	Charities / Community groups	
Within office hours*	£25.00	£20.00	
Outside office hours*	£50.00	£45.00	

## The Art Gallery - Available from 5pm, subject to exhibition Terms and Conditions.

<b>Room capacity with catering:</b> Lecture style layout 65 delegates Drinks receptions 80 delegates		<b>Room capacity without catering:</b> Lecture style layout 70 delegates	
Hourly rate	Commercial organisations	Charities / Community groups	
Available from 5pm	£100.00	£80.00	

**\*Peterborough Museum office hours are Tue - Sat, 9am - 5pm.**

**Access** Step free access is available to the Howe room, Squire's Coffee House and Art Gallery. Accessible toilets are located on the ground and first floors. For further information on accessibility at Peterborough Museum & Art Gallery, please request a copy of our 'Visual Journey'.



## 1. Application

All advance applications for the hire of a room must be confirmed to the Museum by completing the attached form.

## 2. Charges and Payments

The charges shall be those laid down from time to time by Peterborough Limited, who reserves the right to vary the charges according to the proposed use of the rooms. Peterborough Limited also reserves the right to refuse bookings should the hirer be more than one month in arrears. The total fee shall be paid seven days prior to the date of use, unless otherwise arranged in advance.

## 3. Cancellation of hiring

**a. By the Hirer:** In the event of a booking being cancelled by the Hirer, 25% of the hiring fee shall be payable to Peterborough Limited by way of liquidated damages and not by way of penalty in respect of such cancellation of the hiring, provided such cancellation is in writing and occurs not less than seven days before the date of the hiring.

**b. By Peterborough Limited:** Peterborough Limited reserves the right to cancel any hiring at any time should it require the use of any room. Peterborough Limited will refund all fees to the Hirer but will not be liable for any compensation in respect of such cancellation.

## 4. Liability for damages

The Hirer agrees to pay on demand to Peterborough Limited the cost of repairing, replacing or making good any damage to any area or to any furniture, equipment, fixtures or fittings contained therein which may be occasioned during the period of the hiring and if an area is, in the opinion of Peterborough Limited, left in an unreasonably dirty condition, an additional charge will be made for cleaning.

## 5. Approval of use

The Hirer, if so requested, shall submit to Peterborough Limited for approval, full details of the proposed use of either room by the Hirer, and Peterborough Limited, if in its opinion the content of such a use is likely to prove of an objectionable nature, reserves the right to cancel the hire. Peterborough Limited shall not be liable for any compensation in respect of the cancellation but will refund any hire fees paid.

## 6. Indemnity

The Hirer shall be liable for and indemnify Peterborough Limited against all liabilities, damages, costs, losses, claims, expenses, demands or proceedings whatsoever and however arising in respect of the period of hire or on consequence thereof. Further, the Hirer shall fully insure against any liability in the minimum sum of £2,000,000 and shall produce such evidence thereof as may be required by Peterborough Limited.

## 7. Vacation of area

If the Hirer shall continue occupation of the hired room in excess of the hire period, then the Hirer shall pay at the rate of double the hire fee agreed and shall in addition be responsible for any loss or damage suffered by Peterborough Limited of such additional occupation.

## 8. Right of entry

Peterborough Limited reserves a right of entry to the hired room for its officers and servants at all times. Such right of entry relates also to the Chief Constable, the Chief Fire Officer, Her Majesty's Customs and Excise and their duly authorised representatives.

## 9. Licences

The Hirer shall be responsible for obtaining all licences necessary in respect of their use of the hired room and the Hirer shall ensure that the terms of such licences are observed and performed.

## 10. Advertising - fly posting

It is an offence for hirers to advertise their activity by fly-posting (the illegal display of posters). If any poster or material advertising their activity shall appear on the external part of any building or structure or on any street furniture or highway (except where such material is on a lawful advertisement panel) without permission either expressed or implied Peterborough Limited may forthwith cancel the booking and retain the deposit paid by the Hirer. On which determination, the balance of the hiring fee shall immediately become due to Peterborough Limited and may be recovered by legal action.

## 11. Public address equipment

The use of public address or amplification equipment is restricted, Statutory Regulations exist regarding noise levels and action can be brought against those infringing the regulations.

## 12. Vehicle access

There is limited off road parking in the Museum grounds. Any on road parking may be subject to restrictions at certain times and fixed penalties are in force. Peterborough Limited shall not be held liable for any compensation for and penalties issued or damage to vehicles.

## 13. General

Should the Hirer fail to comply with all or any of the conditions of hire or with any instruction conveyed to him/her on behalf of Peterborough Limited, then the Hirer and his servants may be excluded from the hired room until compliance therewith but no such exclusion shall relieve the Hirer from the aforementioned obligations.

## 14. No smoking policy

Peterborough Limited runs a no smoking policy in all its buildings which applies to anyone using the premises.



Payment method	Settlement
Cash	Payment must be settled seven days prior to your booking. Payments can be made at the Museum's reception desk. A receipt will be issued as Proof of Payment.
Card	Payment must be settled seven days prior to your booking. Payments can be made at the Museum's reception desk. A receipt will be issued as Proof of Payment.
Cheque	Payment must be settled seven days prior to your booking. Cheques must be made payable to Peterborough Limited, crossed, signed and dated.
Invoice	Please allow 14 days for invoice requests to be processed. Ensure that all details are provided accurately and that a purchase order number / reference is given on this form.

## Please note

Rates and hire charges where indicated are exclusive of VAT. VAT must be calculated when totalling your booking fee, if unsure please leave this section blank and a member of the Museum team will respond with a breakdown of charges.

If you have any further questions about our facilities, or would like to arrange an appointment to view the available rooms, please do not hesitate to contact Peterborough Museum on **01733 864 663** or **[museum@peterboroughlimited.co.uk](mailto:museum@peterboroughlimited.co.uk)**

We look forward to welcoming you.