



peterboroughmuseum.org.uk

Paranormal Night Booking Form

Thank you for your enquiry. To enable us to meet your requirements fully, please complete the form below and return to:

Peterborough Museum, Priestgate, Peterborough, PE1 1LF

OR e-mail to: museum@peterboroughlimited.co.uk (Please use the subject line: Paranormal Night).

Name of organisation:			
Date (s) for hire:			
Hire times:	From:	To:	(8 hours /2am max. stay)
Please see 'Hire Charges' and 'Conditions of hire' for fees and cancellation charges			
Expected number of attendees:	(Max no: 30 people for a commercial event, 15 for a private event)		
Type of group: (See below for more details)	Commercial group	<input type="checkbox"/> £880 per night (8 hours, 6pm - 2am) or	
		<input type="checkbox"/> £110 per hour (minimum 4 hours)	
	Private investigative group (non profit)	<input type="checkbox"/> £600 per night (8 hours, 6pm - 2am) or	
		<input type="checkbox"/> £75 per hour (minimum 2 hours)	
Please attach to the form a copy of: A risk assessment for your event at the Museum A copy of your public liability insurance certificate (Minimum cover £5,000,000 for commercial events)			
Signature:			
Name:		Position:	
Email:		Tel:	
Address:			
		Postcode:	
		Peterborough Limited will process your personal data lawfully and fairly. We will ensure that when you trust us with your personal data we will only process it for the reason it was collected for and to keep you up to date on other products or services we provide that are likely to be of interest to you where applicable. We will do our very best to ensure accuracy of your personal data and we will endeavour to keep your personal data secure from loss, destruction or damage by having strong processes in place to prevent this. For more information see our privacy policy on our website:	
Making Payment:		Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Card <input type="checkbox"/>	



Terms and Conditions

Please read carefully and sign at the bottom

1. HIRE CHARGES

For commercial companies or groups holding public paranormal events the fee is £880. This applies to any event where any members of the public, not normally members of a paranormal research group, are invited along and pay a fee to attend.

For private paranormal research groups, where members of the general public are not attending, the fee is £600. Where there is any doubt over which fee is payable for a booking, the Museum's decision is final. Fees are charged to cover the costs of opening up and staffing the building for your event, as well as to generate income to preserve and interpret this historic building and its collections for the future.

Staying on after 2am. If you wish to stay on after 2am there will be an extra charge of £150 per hour. This must be arranged at point of booking.

2. PAYMENT

Balance must be paid 2 weeks in advance of your event. A deposit of 20% will be required to secure your booking (together with this form, a risk assessment and public liability insurance certificate). Payment can be made by cheque payable to 'Peterborough Limited', in cash or by payment link sent out by the Museum upon request. Note: this form is a binding contract and non-payment will be pursued.

3. CANCELLATIONS

For cancellations over 30 days prior to a booking, no charge is made other than the loss of the 20% deposit. For cancellations 30-14 days prior to a booking, a charge of 50% of the hire fee is made. For cancellations less than 14 days prior to the booking, the full hire fee is payable. In exceptional circumstances we reserve the right to cancel any hiring at any time. We will refund all fees to the Hirer (where appropriate) but will not be liable for any compensation in respect of such cancellation.

4. REFRESHMENTS

You may bring your own catering, but please let us know in advance if you intend to do this. Refreshments must only be consumed in the 'base room' (see below), in accordance with the museum's food policy.

5. PARKING

You are welcome to use the Museum's on-site parking during your event. This comprises 14 parking spaces, a disabled bay and three bicycle/motorbike racks. Parking is at your own risk and we advise not leaving any valuable items in your vehicles.

6. DISABLED ACCESS

Although much of our building is accessible for visitors during the day, many of the non-public areas to which we allow access for paranormal events are not suitable, due to the amount of stairs. We therefore do not recommend opening your events to people who may have difficulty with stairs.

7. AREAS THAT ARE AVAILABLE TO YOU

As part of the hire for a paranormal event we allow access to all public areas of the building (including toilets) and the Howe room (used as a base room). We also allow access to additional areas not normally open to the public, including our top floor corridor and 'The Priestgate Vaults', our historic cellars. Please note, The Priestgate Vaults can sometimes be booked by external users which means they would only be available for your event from 10pm, we would give you prior notice of this at booking stage. Other rooms with closed or locked doors will not be available for access.

8. EVENT TIMES

For paranormal events the Museum is usually available from 6pm until 2am the following morning. It is expected for **all commercial events that the organisers will arrive an hour prior to the expected start time to set up** (i.e. arrival at 8pm for an event start time of 9pm). Timings are negotiable - please check with us for arrangements and confirm on this form.

9. STAFFING

For security reasons a member of the Museum staff will be on site at all times throughout the event. They will be based near the front of the building throughout your event. A 'history and hauntings tour' of the building lasting about 50 minutes, with background about the history of the building and ghostly activity, is included in the hire cost for commercial groups. Please confirm at time of booking if you will require this tour.

10. HEALTH & SAFETY

Before a first booking is confirmed, we usually expect that an initial site visit will be carried out. Please contact our team to discuss if there is any issue with this. For all events a completed risk assessment for the event, and a copy of a certificate of public liability insurance, must be submitted with this booking form in order to confirm the booking. Insurance must be to the level of £5million for commercial group events. It must be clearly understood that the participants use the museum at their own risk, and that responsibility for Health & Safety during any event, public or private, is the responsibility of the hirer. A copy of our relevant risk assessment will be shared with you prior to your event to inform your event plan.

Your safety, whilst using our facilities, is our top concern at all times. Fire regulations and procedures are clearly displayed in both of our meeting rooms, and your pre-event site visit will include briefing on these procedures. Please be aware that as a private hirer, in the event of an emergency you will be responsible for the safe evacuation of your party from the Museum premises. We expect that your preparations for this will be covered as part of your event risk assessment. Please note, you will be expected to be responsible for providing qualified first aid cover for your event, including a first aid kit.

11. DAMAGE TO PROPERTY

The Hirer agrees to pay on demand 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 left in an unreasonably dirty condition, an additional charge will be made for cleaning.

12. 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 set out above and shall produce such evidence as may be required by Peterborough Limited staff.

13. SMOKING, DRINKING & DRUGS

Peterborough Limited run a no smoking policy (including vaping) in all its buildings, which applies to anyone using the premises. Please abide by this rule. A smoking area is provided outside the building. Nobody under the influence of alcohol or drugs should be allowed on site; the Hirer is responsible for enforcing this rule.



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14. PARANORMAL ACTIVITY

The Museum has a reputation as being a haunted building with many incidences of activity being recorded over the years. Two caveats must be clearly understood and agreed to as conditions of hire;

1) That such paranormal activity is spontaneous and therefore cannot be guaranteed – it is possible that any investigation may have little or no activity on any given night. The Museum has no responsibility for this and refunds cannot be given if no activity takes place.

2) That the Museum will not tolerate groups or organisations setting up ‘fakes’ for members of the public, however well-intentioned. The Museum has a reputation to uphold as an institution which provides genuine factual information on a wide variety of subjects, which could be damaged by implication by such activities. Any faked activity on behalf of a hirer discovered during the course of an event will lead to the immediate cancellation of the event on the spot and any bookings with the individual or organisation in the future also being cancelled without refund.

DECLARATION:

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 Peterborough Museum & Art Gallery 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 the premises.

I have read and agreed to these terms and conditions:

Signed:
Name: (Block capitals)
On behalf of (group/company):
Date:

If you have any further questions about our facilities, please do not hesitate to contact Peterborough Museum on: **01733 864663** who will direct your call.

For office use only

Put in diary
Confirmation sent
Pre-visit date (if required)
Deposit received
Keyholder
Guide (if required)
Refreshment details (if required)