



## TERMS & CONDITIONS OF HIRE

### 1. Applications

All applications for hire must be made using the Museum's booking application form. Please fill out the form giving as much detail as possible

### 2. Confirmation

Completed booking forms should be returned to the Museum in the Park as soon as possible after the initial enquiry. The Museum will then provide written acknowledgement of the booking and confirmation of the total hire fee.

### 3. Payment

After the event the hirer will be invoiced directly by Stroud District Council. Payment to the Council should be made immediately upon receipt of this invoice.

### 4. Room Layout

The desired room layout must be detailed on, or attached to, the application form.

### 5. Publicity and Programme

Any publicity material for events should not be circulated until this has been submitted to and approved by the Museum in the Park. Hirers should send copies of the event programme, invitation card, guest or attendance list to the Museum no later than two weeks before the event date.

### 6. Catering Arrangements

If catering or any refreshments are required, the Museum's Catering Guidelines must be followed at all times. The Museum must be kept informed of all arrangements made with caterers. The arrival and departure times stated on the booking form must include the setting up and clearing away of all refreshments and catering equipment supplied.

Under no circumstances can any items of food or drink be taken into, or consumed within, the rooms housing the Museum's permanent displays.

### 7. Use of Flowers and Decorations

Under no circumstances can any flowers or plants be taken into the rooms housing the Museum displays; this is for conservation reasons and to protect the artefacts from insects that may be present on the plant. No decorative items of any kind can be taken into the Mansion House or affixed therein.

Flowers and other decorations can only be used in the galleries with the prior approval of the Museum's Duty Manager.

### 9. Health and Safety Requirements

The Hirer should read the Emergency Evacuation Procedures on arrival and should follow staff instructions in the event of an emergency. A risk assessment will be completed by the Duty Manager and sent with confirmation of the booking.

- Fire exits must be kept clear at all times
- Smoking is not allowed in any part of the building
- The use of candles or real flame is strictly prohibited
- No helium balloons are allowed in the building

- No pets or animals (other than guide dogs) are allowed in the building
- No 'party poppers', strobe lights or smoke machines are allowed in the building
- No electrical equipment may be brought into and used in the Museum unless a valid test certificate can be produced

For each hire/event a risk assessment will be undertaken by the Museum staff which will inform on the maximum numbers of persons allowed. However, the hirer must ensure that the maximum number of persons (including event providers/ organisers/ officials) allowed into the hired spaces is not exceeded. As a guide these are usually as follows:

- Gallery 1: 80 people
- Gallery 2: 50 people
- Foyer: 120 people
- Collectors Room: 25 people
- Mansion House: 60 people, rising further with staff employed on inward opening fire exits

## **10. Licenses**

Please note that The Museum in the Park holds a Premises License but with conditions, please ask for details. It does not have a license to sell alcohol. The Hirer is responsible for obtaining the correct licences for their event. We recommend you allow at least 3 months to do this (contact Environmental Protection Officer, Stroud District Council on 01453 754485).

## **11. Staff and Security**

The Museum in the Park is required to employ such duty security staff as deemed necessary to ensure the security and safety of the building and its contents and members of the public during the course of the hiring. These staff are not employed to assist the Hirer, unless assistance has been agreed at the time of booking. The cost of employing such staff forms part of the hire charge.

## **12. Access to Hired Premises**

The arrival and departure times stated on the booking form must be adhered to. There will be no access to the building and booked facilities outside these times. The hired spaces must be vacated by the stated departure time. Failure to do so will result in additional charges.

Outside public opening hours, there will be no access to the Museum's permanent displays or temporary exhibitions unless agreed with the Duty Manager at time of booking.

No office facilities, including telephones, are available for use by the Hirer.

The Museum must be informed of the date and time of delivery and collection of any extra equipment supplied by the Hirer (at least two weeks before the Hirer's event). The hirer will be charged for any costs the Museum incurs.

## **13. Children**

Any Hirer running sessions for children must arrange for sufficient adult supervision by persons accustomed to the care and control of children. Where the purpose of the hire is to deliver an event for children or vulnerable adults the Museum requires that:

- The Hirer should make the necessary arrangements to ensure that the person(s) delivering this event obtain a standard or enhanced disclosure certificate from the Criminal Record Bureau.
- Only event providers with a satisfactory disclosure certificate may undertake work associated with this hire. The Museum reserves the right to terminate this contract should the Hirer fail to adhere to this clause.
- The Hirer should be aware of the provisions of the Children's Act 1989.

## **14. Parking**

Members of the public are required to park (free of charge) in the Stratford Park Leisure Centre Car Park. Parking outside the Museum is reserved for disabled patrons only (access for this purpose can be gained via the road to the rear of the Leisure Centre). Any publicity, including invitations, issued by the hirer should clearly advise as to these parking and access requirements. The Hirer can only park outside the building for the purposes of unloading and loading equipment prior to and after the event.

**15. Photography and Filming**

Photography or filming of individual objects or exhibits forming part of the Museum's permanent displays and some temporary exhibitions is strictly prohibited.

**16. Conduct of Patrons**

The Hirer is responsible for good order and conduct during the hiring. The Museum in the Park reserves the right to evict any person who does not adhere to the conditions of hire, or who is considered by Museum staff to be a danger to other members of the public, staff or Museum displays.

The Museum in the Park is a public building housing valuable collections. It should therefore be treated with due care and respect at all times. Museum staff reserve the right to terminate any event which, for any reason, is breaking the conditions of hire or endangering member of the public, staff or museum displays.

**17. Vacation of Hired Premises**

All areas of the building and courtyard should be treated with care and must be left in a clean and tidy state. All rubbish should be disposed of using the bins provided. If any part of the building or courtyard is left in an unreasonable state, the Hirer will be charged an additional fee. Caterers must take away all their rubbish with them.

The Hirer must ensure that the hired spaces have been vacated by the stated departure time. All equipment and personal effects belonging to the Hirer and his or her party must be removed from the building by the stated departure.

**18. Liability for Loss or Damage**

The Hirer must pay for any breakages or damage to Museum equipment, displays, fixtures or fittings occurring during the course of the hiring. It is the Hirer's responsibility to insure any personal equipment brought into the building. The Museum accepts no liability for loss, theft or breakage of any of the Hirer's equipment or personal effects. The Museum shall not be responsible for any loss or damage to any person or property arising out of the hiring, except to the extent that the same is due to any act or neglect of the Museum, its employees, or any person for whom it is responsible.

The Museum shall not be liable for any delay or non-performance of any of its obligations if the same is due to Act of God, act of any government or other authority, fire, explosion, flood, power failure, terrorism, strikes or other industrial action or any other causes beyond its reasonable control.

**19. Complaints**

Any complaints relating to the hiring should be made in writing to the Visitor Services Officer within twenty-four hours of the hiring.

**20. Cancellation by the Hirer**

The Hirer reserves the right to cancel his or her booking at any time. Cancellations must be made in writing. If a cancellation is made within five days of the booking, the Council will be entitled to 50% of the total hire charge. If a cancellation is made within 24 hours of the hiring, the Council will be entitled to 100% of the total hire fee.

**21. Cancellation by the Museum**

In the unlikely event of a booking being cancelled by the Museum, the Council will refund any deposit or hire charge previously paid by the Hirer.

The Museum in the Park reserves the right to terminate, without notice, any hiring where the Hirer breaches any of the terms and conditions of hire, fails to fully inform the Museum of the true nature of the hiring, or where the hiring threatens the safety and security of members of the public, Museum staff and displays.