

## ROOM HIRE AGREEMENT

This agreement is made between Weston Museum, Burlington Street, Weston-super-Mare, BS23 1PR, hereinafter called 'the Museum' and the hirer named below, hereinafter called 'the Hirer'.

Contact Name:		Contact Address:	
Company or Organisation Name (if applicable):			
Contact Telephone:			
Alternative Telephone:			
Contact Email Address:			

Start Date of Hire:	
End Date of Hire: (If different)	
Start Time:	
End Time:	
<b>The times stated above must include time to enter and vacate the space.</b>	
Nature of Booking: (e.g. Meeting, Public Talk, Private Party etc)	
Please give details if this is a monthly, weekly or one off Booking:	
Room Arrangements and Refreshments: Please let us know if you have any setup requirements or if you wish for the Café/Bar to be open.	

# COSTS & INCLUSIONS OF HIRE

- Hire of any room(s) is charged for the entire booking period i.e. inclusive of 'set up' and 'get out' times.
- Please note that all prices are inclusive of VAT.
- Custom packages are available on application.
- All of our 'Room Hire Only' bookings will be staffed by at least one member of the Museum staff and include access to all toilet facilities as standard.

**Learning Space** – The Learning Space is located on the ground floor and has level access to toilet and café facilities. It is a light and airy room with tables and chairs available to use on request. This space is ideal for meetings or training purposes. This space can also be supplied with use of a projector, lectern and flip chart on request. The maximum capacity for the Learning Space is 40 people dependent on activity.

FACILITY	HIRE DESCRIPTION	COST (Inc. VAT)
Learning Space Hourly Rate	Learning Space Daytime Hire (between 9am – 5pm)	£30.00

**Clara's Café** – Clara's Café is located on the ground floor of the Museum. We offer a range of refreshments during standard operational hours. We can also provide a range of catering options for day time bookings. For more information please contact our Catering Supervisor or complete an online booking form which can be found here [www.westonmuseum.org/claras-cafe/](http://www.westonmuseum.org/claras-cafe/)

**Exhibition Hire** – The Courtyard and Learning Space can also be booked for the purpose of short-term exhibition installations. **Please note that the 7 day hire is inclusive of setup and removal time.** Private view evening events can be booked at the additional cost.

FACILITY	HIRE DESCRIPTION	COST (Inc. VAT)	TICK OPTION
Courtyard Exhibition 7 Day Hire	Exhibition on temporary walling system - Layout options available - Must be able to affix to walling / not obstruct through-traffic.	£350.00	
Learning Space Exhibition 7 Day Hire	Exhibition on temporary walling system - Exclusive use of Learning Space - Layout options more flexible	£500.00	

**Please refer to our website for a full listing of our terms and conditions  
([www.westonmuseum.org/venuehire](http://www.westonmuseum.org/venuehire))**

**A hard copy is also available on request**

If you are in agreement with these terms, please sign and return. Your signing of the contract signifies that you have read and understood the Museum’s rules and regulations and Health and Safety Statement and agree to the points contained in it.

Please tick and include with your booking; without this a booking can not be confirmed.	
I have read and understood this Hire agreement and the Costs and Inclusions of Hire	<input type="checkbox"/>
I have read and understood the Terms and Conditions (available from the website, hard copy available on request)	<input type="checkbox"/>
I have read and agree to the Health & Safety Statement and Risk Assessments (Available to download from the website, hard copy available on request))	<input type="checkbox"/>
<b>Enclosed</b> is a copy of our Public Liability Insurance (up to 5 million pounds) (where applicable).	<input type="checkbox"/>
<b>I am aware that by signing this contract that as the named person, I will be liable for any payments</b>	<input type="checkbox"/>

Signed on behalf of the hirer: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

DATE FORM RECIEVED:		RECIEVED BY:	
DATE CONFIRMATION SENT TO HIRER:		SENT BY:	
COPY OF INVOICE RECEIVED:			
ADDITIONAL INFO:			