

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:	
The times stated above must include time to enter and vacate the space.	
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.

Museum Courtyard – The Museum Courtyard is located on the ground floor and has level access to toilet and café facilities (use of Café facilities available on request)
The maximum capacity for the Museum Courtyard 100 dependent on activity.

FACILITY	HIRE DESCRIPTION	COST (Inc. VAT)
Museum Courtyard Hourly Rate	Courtyard Evening Hire (between 5pm – 11pm only)	£60.00 per hour
Museum Courtyard Drinks Package	Price per person to include: - 1x drink (house wine / juice) on arrival - Nibbles (crisps/nuts/olives) - Additional charged at normal bar rates - Room hire not included	£5.50 per person
Museum Courtyard Buffet & Drinks Package	Finger buffet & drinks: - Costs available upon request - Room hire not included	Available on Request
Access to the Galleries is available upon request – please note there may be an additional charge for this at the discretion of the Visitor Services Manager.		

FACILITY	HIRE DESCRIPTION	COST (Inc. VAT)
Learning Space Hourly Rate	Learning Space evening hire per hour (between 5pm – 11pm)	£36.00

A late night extension can be granted until 1pm. This request must be received at least four weeks prior to your event. The cost will be £30. Please note that we cannot guarantee that a late night extension will be granted as it is obtained from the local authority.

DO YOU REQUIRE AN EXTENSION?	Yes	No

Please note that any additional staffing requirements will be covered by the hirer. Every twenty-five guests the hirer brings will need one extra member of staff at £10.10 per hr

APPROXIMATE NUMBER OF GUESTS

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 subject to availability. For more information please contact our Catering Supervisor or complete an online booking form which can be found here www.westonmuseum.org/claras-cafe/

**Please refer to our website for a full listing of our terms and conditions
(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	
I have read and understood the Terms and Conditions (available from the website, hard copy available on request)	
I have read and agree to the Health & Safety Statement and Risk Assessments (Available to download from the website, hard copy available on request))	
Enclosed is a copy of our Public Liability Insurance (up to 5 million pounds) (where applicable).	
I am aware that by signing this contract that as the named person, I will be liable for any payments	

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:			