



TERMS AND CONDITIONS FOR ROOM HIRE

78 High Street, Haslemere, Surrey GU27 2LA
01428 642112 email: karen@haslemeremuseum.co.uk

HIRE PERIOD

Hire period is for dates and times specified on your CONFIRMATION letter.

CHARGES

You 'the Hirer' are responsible for any extra charges for example Performing Rights Society, Piano tuning, etc unless otherwise stated.

CANCELLATION POLICY

Notification within 2 weeks of hire charge	-	20% of hire fee
Notification within one week of event	-	50% of hire fee
Notification less than 48 hrs before event	-	100% of hire fee

HEALTH AND SAFETY

All parties hiring or participating in events must adhere to the current Health and Safety rules. A list is available in each room. You must have an 'Appointed Person' who is responsible for Health & Safety and Fire regulations at all times during your visit to the Museum. The 'appointed person' is also responsible for all members of group in the event of an emergency or if Fire alarm should sound.

YOUNG PERSONS

Any event involving children is entirely at the responsibility of the hirer. No child must be left unattended on the premises by a parent or the Hirer. Arrangements must be made for children to be delivered and collected at the door of hired room and not at Reception. Hirer should not leave the Museum premises until all young persons have been collected. Please adhere to the recommended ratio of children/adults and CRB checks.

ROOM SET UP

If room is on 'Hire only' basis the hirer must arrive in time to set room up as needed. Please be aware of all Health and Safety issues and if in doubt ask a member of the Museums staff.

If hired, as 'Set up' details of room layout should sent at least three days prior to booking.

The room must be left as found in all instances.

A charge will be made for any damage to Museum property. i.e. carpets, furniture, crockery.

Please note that the hire of a room does not automatically continue into the grounds of the Museum. If any arrangements need to be made for this purpose please speak to a member of Museum Staff.

Patron
Baroness Bottomley of Nettlestone



Registered Office: 78 High Street, Haslemere, Registered Charity No. 1071244
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PARKING

There are no parking facilities at the Museum. The nearest public car park is just a 2-minute walk. It is the responsibility of the hirer to convey this information to the members of their group. Please call the Museum if you need any information about disabled parking.

PUBLICITY MATERIAL

Publicity for your event is entirely the responsibility of the Hirer and not the Museum.

INSURANCE

The Museum is not liable for any loss or damage to personal items whilst on Museum property.

HASLEMERE EDUCATIONAL MUSEUM

Has the right to change, over-rule, intervene or cancel at any time if deemed necessary.

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The Hirer, having read the above, agrees to hereby undertake to comply with the said Terms and Conditions.

Signed.....Date.....

Print Name.....

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PLEASE TELL US IF YOU NEED ANY OF THE FOLLOWING FOR YOUR BOOKING.

- TECHNICAL ASSISTANCE**
- OVERHEAD PROJECTOR**
- SLIDE PROJECTOR**
- DIGITAL PROJECTOR (EXTRA CHARGE FOR THIS)**
- TABLES/CHAIRS**
- FLIP CHART STAND**
- TEA AND COFFEE FACILITIES (AT EXTRA CHARGE)**
- BLACKOUT**
- FREE STANDING SCREEN**