

BUCKINGHAM OLD GAOL TRUST

VENUE HIRE BOOKING FORM FOR EXERCISE YARD



Your Name ("The Hirer"):	
Organisation/Company (if applicable):	
Address:	
Telephone:	Mobile:
Email:	
Member/Charity Ref (if applicable):	

Purpose of Booking:			Number Attending:
Date Required:	From:	To:	Total Hours:
Please note times <u>must</u> allow for setting-up and clearing away			

Daytime Hire – (10.00am to 4.00pm, Monday to Saturday) – Tick option(s) required

All rates are per hour or part thereof	Standard Rate	Member/Charity Rate
Daytime Rental – Gallery only	£21.00 per hour	£5.00 per hour
Daytime Rental – whole Area	£32.00 per hour	£11.00 per hour
Children's Birthday Package (<i>includes hire for 3 hours for up to 20 children</i>)	£64.00	£33.00
Add Museum Tour option	£30.00	£20.00

Evening Rentals (4.00pm to 11.00pm, Monday to Saturday, or any time on Sundays and Bank Holidays) – tick options required

	Standard Rate	Member/Charity Rate
Evening, Sunday etc – whole Area	£42.00 per hour	£11.00 per hour
Plus care-taking fee	£21.00	£11.00
Evening, Sunday etc - 4 hour package	£189.00	£55.00
<i>4 hour package includes care-taking and setting up of chairs and tables (a saving of £20.00)</i>		

Optional Extras – tick options required

	Standard Rate	Member/Charity Rate
Setting up tables & chairs (see below)	£20.00	£5.00
Chairs in theatre style with a top table – to accommodate a maximum of 50 people (please tick)		
Chairs at tables – to accommodate a maximum of 30 people (please tick)		
Providing a projector (PC not supplied)	£20.00	£5.00
Private Museum viewing (evenings only)	£60.00	£50.00
Meet and Greet (up to one hour only)	£50.00	£45.00

OFFICE USE

Total Booking Fee	£	
Deposit	£	Date Paid
Balance	£	Date Paid
Care-taker (if req'd)		

Hirer to sign accepting the Terms and Conditions overleaf, including that a booking cannot be confirmed until a deposit of 50% of the total hire fee has been paid and that the balance of hire is payable not less than two weeks before the above-stated hire date.

(Signed): _____ Date: _____

Please make cheques payable to "**Buckingham Old Gaol Trust**" and return this form with your deposit cheque to Buckingham Old Gaol Trust, The Old Gaol, Market Hill, Buckingham MK18 1JX

Please keep a copy of the Terms and Conditions overleaf for reference

TERMS & CONDITIONS FOR HIRE BOOKINGS AT

The Old Gaol, Market Hill, Buckingham MK18 1JX (Telephone 01280 823020)

The following Terms and Conditions shall regulate the hire of the Exercise Yard at the Buckingham Old Gaol Museum and shall apply to all hirers:

- 1 All applications for the hire of the Exercise Yard shall be made on the Venue Hire Booking Form, a copy of which shall be provided to the hirer when a booking is confirmed
- 2 A deposit of 50% of the total hire cost must be paid at the time of the booking. Unless payment in full is made at the time of the booking, the balance of payment is required no later than two weeks prior to the booked date
- 3 Cancellation fees: we hope you do not need to cancel your booking, but if you no longer need the booking we shall charge the following cancellation fees:
 - o up to 14 days before event – deposit is retained
 - o less than 14 days before event – full payment is required
 - o if the event is rescheduled at the time of cancellation, the cancellation fee is reduced by half
- 4 The hirer shall agree to comply with the directions provided by the Museum Manager or other designated person of respect of all fire, health and safety issues applying to the hirer and others using the facility during a hiring, and in respect of Museum property
- 5 The hiring relates to the Exercise Yard, to its established entry and exit points and to the toilet. No other part of the premises shall be accessed during the hiring unless booked. Access to the toilet is to be maintained for other building users during the hire period
- 6 The hiring is limited to a maximum number of fifty persons at any one time and the hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the accommodation
- 7 The hirer understands that in the case of evening, Sunday or Bank Holiday bookings, s/he is responsible for ensuring that adequate First Aid arrangements are provided
- 8 The hirer shall ensure that acceptable noise levels are maintained at all times
- 9 The hirer shall ensure that all catering arrangements comply with current food safety and other relevant regulations, and that no food or beverage is taken outside the Exercise Yard. **The hirer is responsible for clearing away all debris and other rubbish created during the hiring**
- 10 The hirer must make themselves familiar with the operation of any equipment that has been booked before the hire date, as assistance may not be available on the day of the booking
- 11 Smoking is strictly prohibited anywhere in the building, including the toilet
- 12 The hirer shall indemnify Buckingham Old Gaol Trust against any loss or damage or residual cleaning of the premises, or to any artefacts or equipment contained therein, howsoever the damage may be caused during the hire period
- 13 Buckingham Old Gaol does not hold entertainment or alcohol licenses so hirers are responsible for checking and obtaining these as required from any relevant licensing bodies
- 14 Due to the historic nature of the building fabric it can sometimes be difficult to maintain constant temperatures. Hirers are reminded to be more tolerant of temperature variations than they might expect in a modern building
- 15 No alterations shall be made by the hirer to the existing lighting, heating, fixtures, fittings etc. No bolts, nails or tacks shall be driven into any part of the venue
- 16 The hirer shall reimburse Buckingham Old Gaol Trust on demand for the cost of reinstating or replacing any part of the building or fittings which are damaged or destroyed during the hire period
- 17 Events that over-run their booked time by more than 30 minutes shall be charged the additional time at 2x the agreed hourly rate. Sometimes, due to caretaking commitments, events cannot over-run, and the hirer may be asked to vacate the premises at the pre-booked time. There are no refunds for bookings that finish earlier than the booked time
- 18 Buckingham Old Gaol Trust will not be responsible for any loss or damage suffered by the hirer in the event of the venue not being available by reason of accident, war, civil commotion, force majeure, strike, like-out or other like cause. The Trust may, however, in such an event and without admitting any legal obligation to do so, return the charges paid by the hirer
- 19 Member rates are available to those who have been a member of Buckingham Old Gaol Trust for at least 12 months. Member and charity rates cannot be used for commercial bookings
- 20 No variation to these hire conditions shall be permitted unless they have been confirmed in writing by an officer of Buckingham Old Gaol Trust