

# ACCOMMODATION AVAILABLE FOR HIRE 2021

## The King’s Room

## The King’s Room is a beautiful dual aspect room on the first floor of the museum, accessed by stairs only. It has a maximum capacity of 80 people and the Wedgwood Room for up to 12 people. Both areas can be hired exclusively from 8.30am to 9pm. Please contact the museum for further details about viewing the spaces and hire charges as these are separate to our standard fees in this document.

## Lecture Hall

Our Lecture Hall is situated behind the museum. The absolute maximum seating capacity is 120 chairs. Tables and chairs are available. There is a raised platform for speakers with lectern, amplification system, one lapel and one handheld microphone, plus an induction loop for those with hearing aids. (NB. This can only be used in conjunction with the microphone.) Prices include set up of the space, digital projector and urn (but does not include crockery). Please state your requirements on the booking form. Please note that the museum opens to the public at 10.00am therefore organisers can ***by prior arrangement,*** arrive at 9.30am to set up but other attendees to events cannot enter until after 10.00am. Events in the hall should start after 10.00am to allow for visitors to arrive.

Pedestrian access is through the museum but vehicles may deliver items at the Lecture Hall door ***by prior arrangement***. Similarly, disabled visitors may be taken directly to the Lecture Hall by prior arrangement. There is no direct access to, or exit from the rear of the building after 7.00pm. **Toilet facilities are situated in the main museum building.**

An additional £10 per hour heating charge will be added between October and March.

## Meetings Room

The Meetings Room is situated on the first floor of the museum (access by stairs only) and is normally used for educational purposes and committee meetings. It is suitable for seminars and small meetings and will seat a maximum of 20 lecture style or 12 boardroom style. Not available after 4.30pm.

## The Museum Café and Catering Facilities (Buffet Lunches/Tea/Coffee)

The Museum Café is an independent café based at the museum. To discuss catering for your event or for further information please contact Amanda Daley on 01722 448444 or [Amanda@SalisburyMuseumCafe.co.uk](mailto:Amanda@SalisburyMuseumCafe.co.uk)

## Other Information

Parking is available in The Close, but is outside of the museum's control, at a cost of £7 per day, or there are several car parks in the town within walking distance. Daytime parking at the museum is very restricted due to shortage of space.

Please note that the only vehicle access to The Close is through the High Street Close Gate. Maximum dimensions of the Gate are 12'3" wide by 12'6" high. This closes promptly at 10.30pm.

Detailed practical arrangements (e.g. seating plans) should be advised well in advance of your event so that museum staff are able to carry out your requirements. Please fill in the attached booking application form and return it to the museum.

**NB** Please note that **a booking cannot be assumed until confirmation in writing has received from the museum.**

Bookings cannot normally be made at less than 10 days' notice and no Sunday bookings will be taken.

**Evening bookings can only be made with prior agreement and arrangement with the museum.**

Bookings may be refused without reason being given; the museum's decision in such matters shall be final.

# HIRE CHARGES

LECTURE HALL

Charities/Local societies £30.00 per hour (10am – 5pm)

£40.00 per hour (5pm – 9pm)

(Minimum hire: 2 hours)

Commercial £50.00 per hour (10am – 5pm)

£60.00 per hour (5pm – 9pm)

(Minimum hire: 2 hours)

Please note that these charges increase by £10.00 per hour between October and March

MEETINGS ROOM

Charities/Local societies £20 per hour (10am – 5pm)

(Minimum hire: 2 hours)

Commercial £35.00 per hour (10am – 5pm)

(Minimum hire: 2 hours)

CAFÉ DINING AREA

Charities/Local societies £20.00 per hour (10am – 5pm)

£30.00 per hour (5pm – 9pm)

Commercial £30.00 per hour (10am – 5pm)

£45.00 per hour (5pm – 9pm)

**Deposit on all bookings – 10% of total hire charge, or £10 – whichever is the greater.**

These are the current rates and are subject to **annual** review. A deposit is required when the booking is made, and is **non-refundable** in the event of the hirer’s cancellation. Unless otherwise arranged, an invoice for the balance is sent to the organiser after the meeting.

Please note – these guidelines **do not take into account any additional restrictions which may be necessary due to COVID**. To discuss the impact of current COVID restrictions on bookings, please email us.

# CONDITIONS OF HIRING

**Please read these conditions carefully as hirers are bound by them.**

1. Booking

All information must be given in full before a hiring can be confirmed. A hiring is not confirmed until written confirmation is received from the museum.

The person signing the booking/hiring form is responsible for ensuring that the conditions of hiring are complied with by him/herself, his/her organisation and those attending.

2. Access

Access to the lecture hall is via the museum building only. Hirers/users of the Lecture Hall **must not enter or exit on foot via the rear gates of the museum at any time.** Entry by vehicle to the rear of the museum alongside the lecture hall may be possible, but only with prior permission from the museum.

3. Parking

Where a hiring is likely to generate more than ten cars entering The Close, THE HIRERshould notify the Chapter Clerk, 6 The Close, Salisbury (tel: 01722 555100) as soon as possible. Parking in The Close is governed by the Dean and Chapter, not the museum. Permission for parking by hirers on the forecourt of the museum after 6pm must be sought in advance. **No vehicles should be blocked in and the 'No Parking' signs must be obeyed.** Attention is drawn to the very effective 'sleeping policemen' on the Close roads and the shutting of the Close gates at 10.30pm.

4. Rear Garden

Use of the lecture hall does *not* include use of the rear museum lawn for activities (for which separate fees apply).

5. Use of the Premises

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the composition of alcohol thereon without written permission. The hirer shall not alter or interfere with the structure and services of the facilities nor affix materials to walls or other surfaces.

6. Licenses

THE HIRER shall be responsible for obtaining such licenses, as may be needed whether for the sale or supply of intoxicating liquor or otherwise and for the observance of the same. A fee is charged by the appropriate licensing body.

7. Gaming, Betting and Lotteries

THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. Auctions of any type are expressly forbidden unless the Hirer can produce the written permission of the Dean and Chapter.

8. Noise

THE HIRER shall take all care that noise, however caused, and must not disturb other parts of the museum or neighbouring residents.

9. Fire Safety Compliance

THE HIRER shall ensure that all persons connected with their event shall obey all fire, health and safety and other regulations relating to the facilities, **the hirer must nominate a Fire Marshall from their team to ensure the safety of their group in the event of a fire.** Evacuation procedures and details of the fire assembly points will be outlined to the hirer on arrival.

10. Museum Equipment

THE HIRER will notify the museum promptly of any equipment breakages which will be charged for at cost. Special care must be taken when using museum equipment. **Any failure of or damage to equipment must be reported as soon as possible and in the case of the projector must be reported to the member of staff on duty.**

11. Health and Hygiene

THE HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.

12. Smoking

THE HIRER shall ensure that no smoking takes place anywhere in the museum building or its grounds.

13. Portable Electrical Appliances

THE HIRER shall ensure that any electrical appliances brought to the premises must be tested under the usual regulations (i.e. PAT tested) and be safe and in good working order. The museum will not accept any responsibility for any damage caused to the museum and its contents due faulty electrical equipment.

14. Indemnity

THE HIRER shall indemnify the museum for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the museum hall.

The museum shall not be liable for loss or accident by the hirer, his servants or agents, save personal injury and death caused by the museum's negligence.

15. Accidents

THE HIRER must report all accidents involving injury to the public to a member of museum staff as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible.

Certain types of accident or injury must be reported on a special form. Museum staff will give assistance in completing this form.

16. Animals

THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the museum.

17. Young People

THE HIRER shall ensure that only fit and proper persons have access young people (under the age of 16) and that they have been DBS checked (if they have responsibility for young people at any time)

18. Advertising

Advertisements which refer to the museum as the venue for the hirer's event shall not imply that the event is organised by or has the endorsement of the museum unless this is so.

THE HIRER shall not carry out or permit fly posting or any other form of illegal advertisements for any event taking place at the museum, and shall indemnify the museum accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. Sale of Goods

THE HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser’s name and address and that any discounts offered are based only on Manufacturer’s Recommended Retail Prices.

20. Cancellation

IF THE HIRER wishes to cancel the booking before the date of the event and the museum is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the museum.

21. Unfit for Use

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the museum shall not be liable to the hirer for any resulting loss or damage whatsoever.

22. Right of Entry

The museum reserves for its officers, servants and agents the right of entry for all purposes during the period of hiring.

23. Copyright

THE HIRER shall indemnify the museum against all claims, demands, actions or proceedings arising out of the infringement of any copyright during the period of hiring or the non-observance of provisions, regulations or conditions imposed by Justices of the Peace, statutory bodies or the museum and written evidence of same shall be produced if required and all *third party* claims for damage, injury or other arising out of the event.

24. Refusal of Booking

The museum reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time wither before or during the term of the agreement

upon giving seven days’ notice in writing to the hirer. Bookings for GROUPS under the age of 18 years are at the discretion of the museum.

THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to

the museum by the museum shall not be liable to make any further payment to the hirer.

25. End of Hire

THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, with any contents temporarily removed from their usual positions properly replaced, otherwise the museum shall be at liberty to make an additional charge.

# TO BOOK:

**Please complete the booking form (below) and return it to:**

**The Salisbury Museum**

**The King's House**

**65 The Close**

**Salisbury**

**Wiltshire**

**SP1 2EN**

Or email:

[hires@salisburymuseum.org.uk](mailto:hires@salisburymuseum.org.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| DATE OF EVENT: | DAY: | DATE: | |
| EVENT TIMINGS: | START: | FINISH: | |
| HIRER / ORGANISATION: |  | | |
| MEETING PURPOSE: |  | | |
| EST ATTENDEES: |  | | |
| CONTACT NAME: |  | | |
|  | TEL: | EMAIL: | |
| INVOICE ADDRESSED TO (name/organisation/address): |  | | |
| INVOICE EMAIL ADDRESS: |  | | |
| BOOKING REQUIREMENTS: | | | |
|  | LECTURE HALL | MEETING ROOM | CAFÉ DINING AREA |
| WHICH AREAS? |  |  |  |
| No. of chairs |  |  |  |
| No. of tables |  |  |  |
| Microphone |  |  |  |
| Digital projector |  |  |  |
| Urn |  | n/a | n/a |
| Any other requirement: |  |  |  |
|  |  |  |  |
| RATE AGREED: | £ | DEPOSIT PAYABLE: | £ |
| **I understand that this booking requires confirmation from the museum in writing. I have read the conditions which apply to bookings at Salisbury Museum and agree to abide by them. Please sign below and return by email to:** [**hires@salisburymuseum.org.uk**](mailto:hires@salisburymuseum.org.uk)  **NB** Until **written** confirmation is received from the Museum, this booking is not confirmed. | | | |
| Signed: | | Date: | |
|  | | | |
| OFFICE USE ONLY: | | | |
| Booking confirmed by: | | Date: | |
| Deposit received: | | Date: | |
| Invoice No: | Value: £ | Date: | |
| Agreed rate: £ | | Special requirements: |  |

**Appendix 1**

**The Salisbury Museum Café can help with all your catering needs. In the first instance, please contact us to check accommodation availability before discussing your catering requirements.**

museum@salisburymuseum.org.uk

**Corkage**

£1.50 per bottle

If serving staff are required they are charged at £12 per hour (per member of staff).

Please contact the Museum Café directly to discuss menu options.

[Amanda@SalisburyMuseumCafe.co.uk](https://salisburymuseum-my.sharepoint.com/personal/katebarker_salisburymuseum_org_uk/Documents/HIRES/Amanda@SalisburyMuseumCafe.co.uk)