

SALISBURY & SOUTH WILTSHIRE

MUSEUM

ACCOMMODATION AVAILABLE FOR HIRE

Lecture Hall

Situated behind the Museum. An absolute maximum seating at 120, using stacking polypropylene chairs. Trestles and tables are available, as are a raised platform for speakers with lectern and amplification system, plus an induction loop for those with hearing aids. (NB. This can only be used in conjunction with the microphone.) Carousel slide projector, overhead projector and urn are available for hire.

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 direct if the Museum is contacted. There is no direct access to or exit from the rear after 7pm. Toilet facilities are situated in the main Museum building.

Meetings Room

Situated on the first floor of the Museum, normally used for educational purposes and committee meetings. Useful for seminars and small meetings; will seat about 30 lecture style or 12 boardroom style. Not available after 4.30pm.

The King's House Café and Catering Facilities (Buffet Lunches/Tea/Coffee)

The King's House Café may be able to cater for your event. For further information please contact Karen Perry on 07979 915124 or kingshousecafe@btinternet.com

Other Information

Parking is available in The Close, but outside of the Museum's control, at a cost of £6 per day or at 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 11pm.

Detailed practical arrangements (eg seating plans) should be advised well in advance of your meeting so that Museum staff is 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* is received from the Museum.

Bookings cannot normally be made at less than 10 days' notice.

Please note that no Sunday bookings are taken.

Evening bookings are now no longer taken, except where a prior agreement /arrangement has been formed between the Museum and the venue hirer.

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

HIRE CHARGES

LECTURE HALL	Monday – Friday Saturday	£15.00 per hour £22.50 per hour (minimum hire: 2 hours)
MEETINGS ROOM	Monday – Friday Saturday	£13.50 per hour £19.50 per hour
HIRE OF CAROUSEL SLIDE PROJECTOR		£24.00 + VAT per session*
HIRE OF OVERHEAD PROJECTOR		£6.00 + VAT per session
HIRE OF URN		£6.00 + VAT per session

* No charge will be made if hirer's own projector is used

OTHER HIRE CHARGES

TEMPORARY EXHIBITION GALLERY	£150 per session (i.e. three hours)
CERAMICS GALLERY	£150 per session (i.e. three hours)
REAR LAWN	£100 per session

Deposit on all bookings - £10

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.

CONDITIONS OF HIRING

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

- 1 All information must be given in full before a hiring can be confirmed.
- 2 A hiring is not confirmed until written confirmation is received from the Museum.
- 3 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.
- 4 The facilities hired must be left clean and tidy after use. The Museum reserves the right to levy an extra charge if this is not adhered to.
- 5 Hirers/users of the Lecture Hall **will not enter or exit on foot via the rear gates of the Museum at any time.** Entry by vehicle may be possible with prior permission of the Museum but in no event between 7pm and 8am.
- 6 Hiring of the lecture hall does **not give automatic access to the Museum garden.**
- 7 Accidents or breakages must be notified to the Museum promptly and 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.**
- 8 Where a hiring is likely to generate more than ten cars entering The Close, the **hirer** should notify the Chapter Clerk, 6 The Close, Salisbury (tel: 01722 555100) as soon as possible. Parking in The Close is governed by the Dean & Chapter, not the Museum. Parking on the forecourt of the Museum is permitted after 6pm by hirers but during the day approval must be sought in advance because space is needed for staff cars, deliveries, etc. **No vehicles should be blocked in and the 'No Parking' signs must be obeyed.**
- 9 No animals (assistance dogs excepted) shall be brought onto the premises without prior consent.
- 10 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.
- 11 Attention is drawn to the very effective 'sleeping policemen' on the Close roads and the shutting of the Close gates at 11pm.
- 12 Hirers shall ensure that all persons connected with their event shall obey all fire, health and safety and other regulations relating to the facilities, including any licensed requirements, and shall not alter or interfere with the structure and services of the facilities nor affix materials to walls or other surfaces.
- 13 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.
- 14 Hirers shall take all care that noise, however caused, should not disturb other parts of the Museum or neighbouring residents.

- 15 Auctions of any type are expressly forbidden unless the Hirer can produce the written permission of the Dean & Chapter.
- 16 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.
- 17 The Museum reserves for its officers, servants and agents the right of entry for all purposes during the period of hiring.
- 18 The Museum reserves the right to cancel a hiring for any reason whatsoever and to terminate a hiring which fails to observe these conditions.
- 19 There is a No Smoking rule inside all Museum buildings at all times, in the interests of safety and conservation.

TO BOOK:

**Please complete the booking form (below) and return it to:
Salisbury Museum, The King's House, 65 The Close, Salisbury, Wiltshire, SP1 2EN**

January 2009

BOOKING FORM

Day Date of Meeting:

Time: (start) to (finish)

Name of Hirer: Organisation:

Address:

..... Tel:

Purpose of Meeting:

Approximate no. expected to attend:

To whom should invoice be sent?

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REQUIREMENT DETAILS	Lecture Hall	Meetings Room
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No. of chairs required (approx)
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No. of Tables
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Microphone	
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Overhead Projector
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Carousel slide projector
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Urn	N/A
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Any other special requirements:

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I enclose (where applicable) a deposit of £ and understand that this booking requires confirmation from the Museum in writing. I have read the conditions which apply to bookings at Salisbury & South Wiltshire Museum and agree to abide by them.

Signed: Date:

NB Until written confirmation is received from the Museum, this booking is not confirmed.

FOR OFFICE USE ONLY

Booking confirmed by: Date:

Deposit Received:..... Date:

Invoice No: Amount: Date:

Special Requirements:

Close Constable informed: (date)

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