

## ROOM BOOKING FORM

Thank you for your enquiry. To enable us to meet your requirements fully, and to confirm your booking, please complete the form below and return to: Nicole Olford, Peterborough Museum, Priestgate, Peterborough, PE1 1LF, or e-mail to: [museum@peterborough.gov.uk](mailto:museum@peterborough.gov.uk), or fax to: 01733 341928 as soon as possible.

<b>Name of Organisation:</b>	
<b>Date for Hire:</b>	
<b>Hire Times:</b>	<b>From:</b>  <b>To:</b>
<i>Please see 'Hire Charges' and 'Conditions of hire' for fees, room capacities and cancellation charges</i>	
<b>Room requested:</b>	THE HOWE ROOM <input type="checkbox"/> SQUIRE'S PARLOUR <input type="checkbox"/> ART GALLERY <input type="checkbox"/>
<b>Type of Function:</b> ie. lecture	
<b>Expected number of attendees:</b>	(final numbers required 48 hours prior to event)
<b>Type of Group:</b>  <i>Certain groups qualify for reduced room hire rates</i>	Private company or organisation <input type="checkbox"/> Registered Charity <input type="checkbox"/> Charity No.: Peterborough City Council <input type="checkbox"/>
<b>Equipment available for hire:</b> Please indicate any of the equipment you wish to have available see 'HIRE CHARGES' for fees payable	
	<ul style="list-style-type: none"> <li>• Laptop Computer <input type="checkbox"/></li> <li>• Digital Projector (pull down screen provided) <input type="checkbox"/></li> <li>• OHP <input type="checkbox"/></li> <li>• Slide Projector <input type="checkbox"/></li> <li>• Flipchart or whiteboard and pens <input type="checkbox"/></li> <li>• DVD player <input type="checkbox"/></li> <li>• Video Player <input type="checkbox"/></li> </ul>

Under the Electricity at Work Regulations, if you wish to use your own electrical equipment, it must have been tested by an approved or suitably qualified person within the last 12 months prior to booking. The use of an RCD (circuit breaker) may be required.

**Please let us know of any such equipment you intend to use:**

**How would you like your room arranged?** (Please use a separate sheet if necessary, or see our 'Suggested Layouts')

**Refreshments:**

Please indicate your requirements:

<b>TEA/COFFEE and biscuits:</b>	<b>Time required:</b>
£1.50 per head	1.
	2.
	3.

**Catering:**

Please indicate your requirements:

<b>Cold Buffet:</b>	Yes / No								
<b>if yes:</b> £7.00 per head	<table border="1"> <tr> <td><b>Time required:</b></td> <td>am/pm</td> </tr> <tr> <td><b>Number of vegetarian meals:</b></td> <td></td> </tr> <tr> <td><b>Number with special Dietary requirements:</b> <i>If yes please specify</i></td> <td></td> </tr> <tr> <td><b>Total number of meals:</b></td> <td></td> </tr> </table>	<b>Time required:</b>	am/pm	<b>Number of vegetarian meals:</b>		<b>Number with special Dietary requirements:</b> <i>If yes please specify</i>		<b>Total number of meals:</b>	
<b>Time required:</b>	am/pm								
<b>Number of vegetarian meals:</b>									
<b>Number with special Dietary requirements:</b> <i>If yes please specify</i>									
<b>Total number of meals:</b>									

**Please tell us about any other special requirements that you or anyone in your party may have:**

Your safety, whilst using our facilities, is our concern at all times. Fire regulations and procedures are clearly displayed in both of our meeting rooms and a First Aid kit is available for your use in the Howe Room. Please be aware that as a private hirer, in the event of an emergency you will be responsible for the safe evacuation of your party from the Museum premises.

We will request a signature from a nominated member of your organisation confirming this on the day of your booking.

**DECLARATION:**

I certify that I am over 18 years of age, that I have read the conditions of hire that are in force at the present time and I accept responsibility for observance of the Fire and Safety Regulations and agree to pay on demand the charges hereby incurred.

I hereby indemnify Peterborough City Council against all claims in respect of injury, loss or damage (including damage to Museum premises) arising from this/these event/s. In requiring this undertaking, the City Council does not seek to absolve itself or any of its employees from liability as owners/occupiers of the premises.

<b>Signature:</b>											
<b>Name:</b>											
<b>Position:</b>											
<b>Tel:</b>											
<b>Fax:</b>											
<b>E-Mail:</b>											
<b>Address:</b>											
	Post code:										
<b>Making Payment:</b>	Please Invoice <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/>										
	Peterborough City Council only:										
	Cost code: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

<b>Museum use only:</b>	<b>Invoice Sent:</b>
<b>Total:</b>	<b>Conf. Desk Commission? Y/N:</b>

## HIRE CHARGES – 2009/10

### THE HOWE ROOM

Room capacity: 70 delegates 'lecture style' no catering/ 60-65 delegates 'lecture style' with catering (See 'Suggested Layouts').

Rate per hour	Commercial	Charity or Community group	City Council
Inside office hours	£40.00	£20.00	£30.00
Outside office hours	£55.00	£35.00	£45.00
<b>For regular self-letting bookings by community groups throughout the year the hire fee is a flat rate of £30 per evening.</b>			

### SQUIRE'S PARLOUR

Room capacity: 16 delegates 'lecture style' / 10 delegates 'workshop' style, with or without catering (See 'Suggested Layouts')

Rate	Commercial	Charity or community group	City Council
Full day hire	£180	£80	£130.00
Half day hire	£90	£40	£65.00
Use of Squire's Parlour outside Museum opening times will be charged at an additional £15 per hour			

### THE ART GALLERY (SUBJECT TO AVAILABILITY)

Room capacity: 70 delegates 'lecture style' no catering/ 60-65 delegates 'lecture style' with catering (See 'Suggested Layouts').

Rate	Commercial	Charity or Community group	City Council
Full day inside office hours	£250.00	£100.00	£175.00
Half day hire inside office hours	£125.00	£65.00	£95.00
Full day outside office hours	£370.00	-	-
Half day outside office hours	£185.00	-	-
Unsocial hours rate -per hour before 9am and after 5pm	Additional £15 per hour	Additional £15.00 per hour	Additional £15 per hour

### EQUIPMENT HIRE CHARGES

APPLIES TO ALL ROOMS

Item	Rate per booking
LAPTOP COMPUTER	£10
DIGITAL PROJECTOR	£10
OHP	£5
SLIDE PROJECTOR	£5
CD PLAYER	£5
DVD PLAYER/VIDEO PLAYER AND TV	£10

### INCLUDED IN YOUR ROOM HIRE CHARGE:

CREATED: 1/09/06 X:DATA:MUSEUM PROCEDURES:ROOM HIRE.  
 UPDATED: 01/04/09 S:DATA:VENUE HIRE

- Use of Conference Pack (inc. stationary, pen/pencils for attendees etc.)
- Furniture - laid out as requested
- Mineral water
- Extension lead
- Pull down screen
- Flipchart/whiteboard and pens

### **Catering and refreshments**

Coffee, tea, and water can be provided at a charge of £1.50 per head, per sitting. If required, please indicate when you would like your refreshments your booking form.

Catering can also be provided if requested at time of booking. Standard cost for a (cold) buffet-style meal is £7.00 per head and typically might include: a selection of meat, fish and vegetarian sandwiches, canapés, quiche, small pastry rolls, fresh fruit, cakes etc. Special items can be requested as part of the cold buffet but may incur an additional cost.

Should you prefer, a hot buffet can be arranged. Please contact us in advance of your booking to discuss options and charges.

# CONDITIONS OF HIRE – PETERBOROUGH CITY COUNCIL

## Terms and Conditions of Use of The Howe Room / Squire's Parlour at Peterborough Museum

1. Application  
All advance applications for the hire of a room must be confirmed in writing to the Visitor Services Team Leader at the Museum by completing the attached form.
2. Charges and Payments  
The charges shall be those laid down from time to time by the Council who reserves the right to vary the charges according to the proposed use of either room. The Council also reserves the right to refuse bookings should the hirer be more than one month in arrears.  
The total fee shall be paid seven days prior to the date of use, unless otherwise arranged in advance.
3. Cancellation of Hiring
  - (a) By the Hirer  
In the event of hiring being cancelled by the Hirer, 25% of the hiring fee shall be payable to the City Council by way of liquidated damages and not by way of penalty in respect of such cancellation of the hiring provided such cancellation is in writing and occurs not less than fourteen days before the date of the hiring. Where cancellation occurs less than fourteen days before the hiring, the whole of the hiring fee shall become payable.
  - (b) By the council  
The Council reserves the right to cancel any hiring at any time should it require the use of either room. The Council will refund all fees to the Hirer but will not be liable for any compensation in respect of such cancellation.
4. Liability for Damages  
The Hirer agrees to pay on demand to the Council the cost of repairing, replacing or making good any damage to any area or to any furniture, equipment, fixtures or fittings contained therein which may be occasioned during the period of the hiring and if an area is, in the opinion of the Council, left in an unreasonably dirty condition, an additional charge will be made for cleaning.
5. Approval of Use  
The Hirer, if so requested, shall submit to the Council for approval, full details of the proposed use of either room by the Hirer, and the Council, if in its opinion the content of such a use is likely to prove of an objectionable nature, reserves the right to cancel the hire. The Council shall not be liable for any compensation in respect of the cancellation but will refund any hire fees paid.
6. Indemnity  
The Hirer shall be liable for and indemnify the Council against all liabilities, damages, costs, losses, claims, expenses, demands or proceedings whatsoever and however arising in respect of the period of hire or on consequence thereof. Further, the Hirer shall fully insure against any liability in the minimum sum of £2,000,000 and shall produce such evidence thereof as may be required by the Council's Visitor Services Manager.
7. Vacation of Area  
If the Hirer shall continue occupation of the hired room in excess of the hire period, then the Hirer shall pay at the rate of double the hire fee agreed and shall in addition be responsible for any loss or damage suffered by the Council of such additional occupation.
8. Right of Entry  
The Council reserves a right of entry to the hired room for its officers and servants at all times. Such right of entry relates also to the Chief Constable, the Chief Fire Officer, Her Majesty's Customs and Excise and their duly authorised representatives.
9. Licences  
The Hirer shall be responsible for obtaining all licences necessary in respect of their use of the hired room and the Hirer shall ensure that the terms of such licences are observed and performed.
10. Advertising – Flyposting  
It is an offence for hirers to advertise their activity by fly-posting (the illegal display of posters). If any poster or material advertising their activity shall appear on the external part of any building or structure or on any street furniture or highway (except where such material is on a lawful advertisement panel) without permission either expressed or implied the Council may forthwith cancel the booking and retain the deposit paid by the Hirer. On which determination, the balance of the hiring fee shall immediately become due to the Council and may be recovered by action.

11. Public Address Equipment

The use of public address or amplification equipment is restricted, Statutory Regulations exist regarding noise levels and action can be brought against those infringing the Regulations.

12. Vehicle Access

There is limited off road parking in the Museum grounds. Any on road parking may be subject to restrictions at certain times and fixed penalties are in force. The Council shall not be held liable for any compensation for and penalties issued or damage to vehicles.

13. General

Should the Hirer fail to comply with all or any of the conditions of hire or with any instruction conveyed to him/her on behalf of the Council, then the Hirer and his servants may be excluded from the hired room until compliance therewith but no such exclusion shall relieve the Hirer from the aforementioned obligations.

14. No Smoking Policy

Peterborough City Council run a no smoking policy in all its buildings which applies to anyone using the premises. Please abide by this rule.

## PAYMENT

### *Payment can be made in the following ways:*

- **Cash** – this can be settled on the day of your booking, at the Museum's reception desk. If paying by cash, we request that you provide the correct amount, as change may not be available. A receipt will be issued as Proof of Payment.
- **Cheque** – this can be settled in advance, or on the day of your booking. Cheques must be made payable to 'Peterborough City Council', crossed, signed and dated.
- **Invoice** – If you wish us to invoice you, please ensure you provide full details and any cost codes you wish us to use.

## ACCESS

There is full disabled access to The Howe Room, The Art Gallery and Squire's Parlour.

There are disabled cloakroom facilities adjoining The Howe Room, and public cloakrooms within the Museum building. There is access to all floors of the Museum via a lift.

The Howe Room is situated on the ground floor of the Museum building, and separate access to this room for hirers and delegates can be arranged on request (via separate entrance directly into function room, rather than through the public entrance to the Museum.) This room has dimmer switches.

The Art Gallery is situated on the Mezzanine Area of the Ground Floor and is accessible by 6 steps or lift.

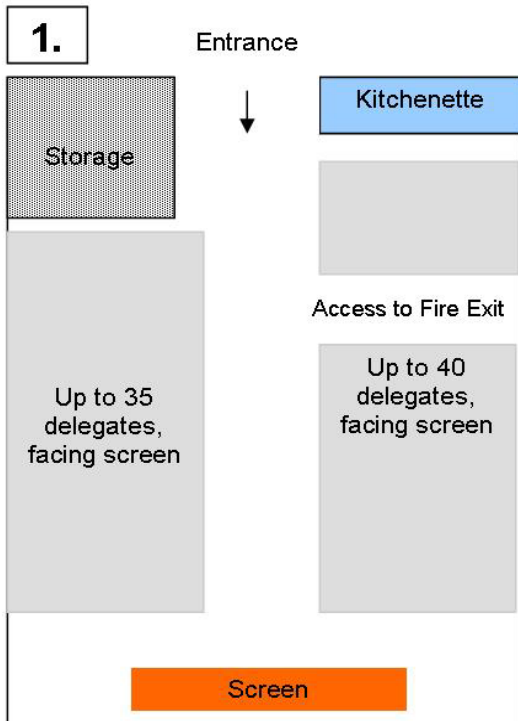
Squire's Parlour is situated on the first floor of the Museum. This room has a pair of French doors that can be opened onto a small outdoor balcony area off the room.

**Please note:** there is a 'hearing loop' fitted in The Howe Room, but not in Squire's Parlour at present.

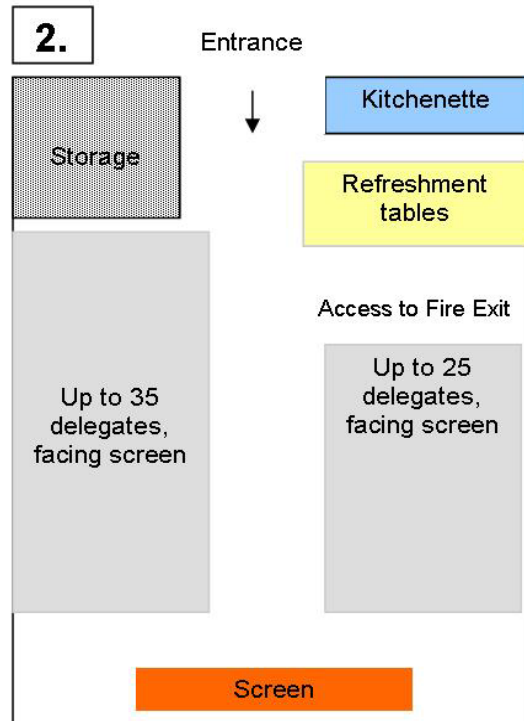
If you have any further questions about our facilities, or would like to arrange an appointment to view either of the rooms, please do not hesitate to contact the Visitor Services Team on: 01733 864663.

*We look forward to welcoming you.*

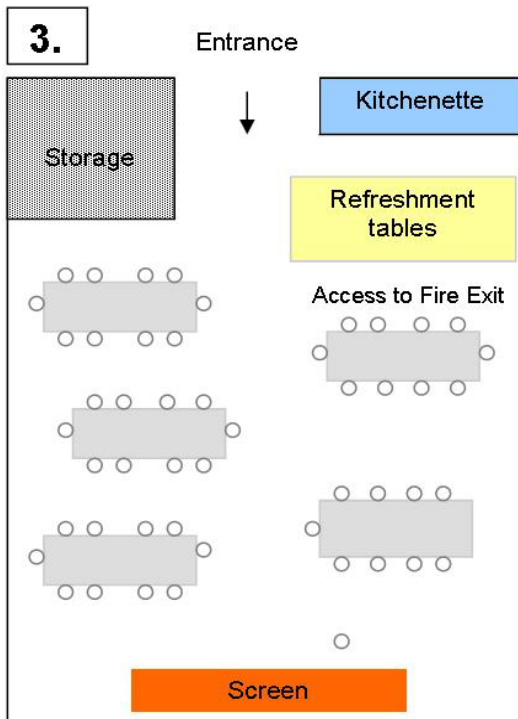
# ROOM LAYOUTS - THE HOWE ROOM



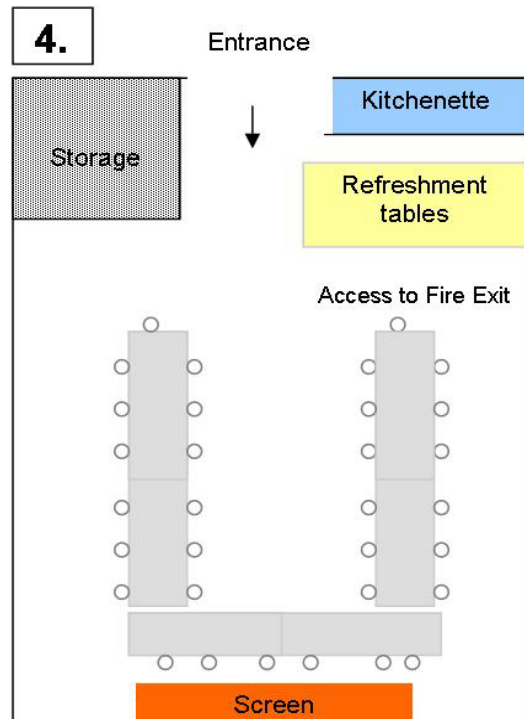
1. Lecture-style, seating for a maximum of 75 delegates, no refreshments



2. Lecture-style, seating for a maximum of 60 delegates, with refreshments/catering



3. Workshop style, with or without refreshments. Max. delegates, 50



4. Meeting style, U-shape, with or without refreshments. Max. delegates 32

