



## Chapel Hire Rates

The Parkers Yard Chapel is available to hire between 09:00 and 21:00 Monday to Sunday

Hourly Rate (Min. 2 hours)	£15.00
Reduced Hourly Rate (for 4 or more separate bookings)	£12.50
Key Deposit (Refundable)	£20.00

### Additional Services

(Only available during normal museum opening hours)

Setup and clearing tables (inc. tablecloths) and Chairs	£20
Projector & TV hire	£ 5
Plates, glasses & cup hire (includes clearing and cleaning)	£ 1 per head
Tea / Coffee (to be billed at the end of the hire)	£ 2 per drink
End of hire clear and clean	£20

### Additional Out-of-Hours Charges

Opening Chapel outside operating hours	£25
Closing Chapel outside operating hours	£25
Emergency Call Out Fee (eg Accidental Alarm Trigger)	£50

### Special Discounted Rates

Day Rate 1: Period 9:00 to 17:00	£85
Day Rate 2: Period 9:00 to 21:00	£125

# Chapel Hire Booking Form

## Hirer Details

<b>Name of Hirer</b>			
<b>Contact Name</b>			
<b>Contact Email</b>		<b>Contact Tel. No.</b>	
<b>Billing Address</b>			
		<b>Postcode</b>	

## Booking Details

<b>Date Required</b>		<b>Hours Required</b>	
<b>Start Time</b>		<b>Finish Time</b>	
<b>Projector Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Opening Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Key Deposit</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Closing Required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Cost</b>	£		

I agree to the terms and conditions of hire.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Recurring Chapel Hire Booking Form

## Hirer Details

Name of Hirer			
Contact Name			
Contact Email		Contact Tel. No.	
Billing Address			
		Postcode	

## Recurring Booking Details

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start Date							
End Date							
Start Time							
Finish Time							
Hours of Hire							
Projector Required	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Opening Required	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Closing Required	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

I agree to the terms and conditions of hire.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Terms and Conditions of Hire

### 1. Booking Confirmation and Invoicing:

- a) Provisional bookings are not guaranteed until The Ruddington Framework Knitters Museum Ltd is in receipt of a completed booking form.
- b) Bookings must be paid for within 7 days of receiving an invoice from The Ruddington Framework Knitters Museum Ltd. Unless previously agreed, payment must be made in advance for room hire and for any additional charges, as listed on the room hire rates document.

### 2. Refund Policy:

- a) Cancellations made more than 24 hours prior to the booking will receive a full refund.
- b) Cancellations made within 24 hours of the booking will be non-refundable.

### 3. Security:

- a) The Ruddington Framework Knitters Museum Ltd maintains a high level of security. Hirers must pay the costs of any additional Staff required to manage their event.
- b) Hirers and their guests must remain within the defined areas for room lettings at all times and act immediately on requests from Staff.
- c) For safety reasons the procedure to follow if the alarms ring must be explained at the start of any meeting. Organisers should make themselves familiar with primary and secondary escape routes and the designated assembly point or appoint someone in their team to be responsible for this.

### 4. Fire Regulations:

- a) The Ruddington Framework Knitters Museum Ltd regulations will be observed by the Hirer at all times.
- b) **Candles and indoor fireworks are not allowed under any circumstances.**

### 5. Damage:

- a) All rooms must be left in the condition they were found.
- b) Hirers will be subject to the full cost of mending any damage or excessive wear and tear to The Ruddington Framework Knitters Museum Ltd property.
- c) **Under no circumstances may posters be fixed to walls or doors using Sellotape or Blu-Tack Adhesives.** Failing to meet this condition will result in an automatic additional charge of £50.00 plus VAT.
- d) Hirer will be subject to pay the full cost of any extra cleaning required.

### 6. Function Room Opening Hours:

- a) Access times to rooms are through prior arrangement.
- b) All events must be finished by 21:00. The Hirer and all associated parties must have **vacated the building in their entirety by 21:10**, for which the Hirer is responsible for ensuring takes place.
- c) If any guests of the Hirer remain in the chapel after the end time stated on the booking form, We reserve the right to charge an additional cost, based on the standard room hire rate.

### 7. Liability:

The Ruddington Framework Knitters Museum Ltd will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon The Ruddington Framework Knitters Museum Ltd's premises either by the Hirer or by its Agents, Contractors or Delegates. The Hirer shall be liable for and indemnify The Ruddington Framework Knitters Museum Ltd against any claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or claim is caused by or arises by reasons of the act, omissions or neglect of the Hirer, Agents, Contractors or Clients.

### 8. No Smoking Regulations:

- a) **Smoking is prohibited in and immediately outside the The Ruddington Framework Knitters Museum Ltd building**
- b) The Ruddington Framework Knitters Museum Ltd smoking regulations will be observed by the Hirer at all times.

**9. Copyright:**

The Hirer is responsible for ensuring that no copyright laws are broken during events held on The Ruddington Framework Knitters Museum Ltd premises.

**10. General:**

- a) The Hirer and any parties brought into The Ruddington Framework Knitters Museum Ltd are expected to behave in a responsible manner, with due regard to the regulations of The Ruddington Framework Knitters Museum Ltd (including those relating to statutory fire and safety requirements) and any reasonable instructions of The Ruddington Framework Knitters Museum Ltd and its officers. Any breach in respect of the Hirer's obligations may result in termination of the booking.
- b) The Ruddington Framework Knitters Museum cannot guarantee that no noise from museum operations will infiltrate the hired rooms, either inside or outside our normal operating times.
- c) The Ruddington Framework Knitters Museum will not provide any additional equipment other than what is already installed in the room. Further equipment may be available upon request and for additional fees.
- d) The Ruddington Framework Knitters Museum Ltd will use its best endeavours to supply the accommodation specified in the booking form. The Ruddington Framework Knitters Museum Ltd shall not be liable for any failure to provide the accommodation reserved when that failure is caused by an event beyond its reasonable control.
- e) The accidental setting off of alarms will incur a charge of £40.00 plus VAT.
- f) Only one occupant in a wheelchair is allowed in the Chapel at any one time. This restriction has been imposed on us by external disability/access/risk assessments and is required for us to comply with insurance conditions.
- g) Hirers will only have access during the times specified in their booking. If time is required for setting up/clearing up, this will need to be booked and will be charged at the standard rate.
- h) No items may be left on our premises outside of the booked hours.

**11. Correspondence:**

Any notice to the Hirer shall be given at the address on the booking form or any other address provided by the Hirer at the time of booking.