



Terms and Conditions of the Hire of the Museum of Cambridge

1. Booking and Finance

- 1.1. The hirer must honestly declare and fully represent at the outset the purpose for hiring the Museum. Any actual or apparent misrepresentation may result in cancellation of the booking by the Museum of Cambridge without further liability whatsoever to the Museum of Cambridge.
- 1.2. In any event the hirer shall not use the Museum or any part of it for any activities which are dangerous, offensive, noxious, illegal or immoral or which may become a nuisance to the Museum of Cambridge or any other occupiers of any areas of the Museum of Cambridge or the owner or occupier of any neighbouring property.
- 1.3. Museum of Cambridge houses a distinctive and priceless collection, the safety of which is of paramount importance, as is the Grade II listed building in which it is housed. The Museum of Cambridge reserves the right to refuse any request for hire where (in its sole opinion) it deems the hirer's purpose for hiring unsuitable or inappropriate for the Museum of Cambridge.
- 1.4. Venue bookings will be available for a minimum of two hours, paid for at an hourly rate, with each additional hour charged. For bookings of up to 7 hours, or a "full day" there is a discounted rate. Any additional hire time, and any hires outside of business hours, will be charged at a per hour rate.
- 1.5. Venue bookings will be held provisionally for 14 days after the Museum provides the booking form to the customer. After which the Museum can release the date without notice to the customer.
 - A deposit of 25% of the total hire charge is required to confirm your booking. Final payment for room hire should be made at least 30 days in advance of your booking/event. If the event is booked within 30 days of the event taking place, full payment must be made to secure the booking.
 - In the event of a cancellation on the part of the hirer within one month of the event, the Museum will make every effort to help the customer find a suitable alternative date within 6 months of the original booking.
 - In the event of a cancellation made by the Museum, the full cost, including deposit will be returned to the hirer.
- 1.6. For last minute bookings the Museum may agree on special arrangements at its discretion.
- 1.7. The Museum of Cambridge reserves the right to charge (in addition to the free and the deposit) a fee for the following:
 - The cleaning and, where necessary, the repair of the premises; and
 - The provision of additional Museum staff and/or services prior to and/or during the event, for example equipment and technical assistance.
- 1.8. Booking requests will not be accepted from persons acting on behalf of a third party unless this is declared at the time of the booking.

2. General Conditions:

- 2.1. The hirer shall enter the building only at times agreed with the Museum of Cambridge staff team, using the rooms only during the time period which was stated on the booking form. Under no circumstances should anyone enter rooms where other activities or classes are in progress.
- 2.2. It is the hirer's responsibility to ensure that events finish on time and that all members of their group/party have left the premises before they leave the building themselves. Should a booking over-run, extra time will be rounded up to the nearest ½ hour and changes may be made accordingly.
- 2.3. The hirer shall be responsible for providing sufficient staff or personnel to ensure the efficient planning, co-ordinating and management of booking preparations and the booking to ensure the smooth safe running of the booking (including personnel to install and remove all equipment and furniture, other than that supplied by the Museum of Cambridge).
- 2.4. A bar/ the sale of alcohol is permitted only when hirers have shown evidence of securing an appropriate Temporary Event Notice. The provision and consumption of alcohol is not allowed in any part of the premises except by prior special arrangement with the staff at the Museum of Cambridge.
- 2.5. The hirer shall not make any alterations, attachments or additions to the layout or appearance of the Museum space or move/remove the Museum of Cambridge's property without the prior consent of the Museum of Cambridge staff.
- 2.6. The hirer must ensure that the number of guests at booking do not exceed the total number of guests stated in the booking form. The hirer's staff or personnel must be included in the guest head count. If the guest numbers exceed the total number of guests stated to such a degree that the Museum (at its sole discretion) regards the Museum unsafe, guests may be refused entry or another space may be opened at additional cost to the hirer.
- 2.7. The hirer shall not permit the photography, filming or recording of the Museum building or objects or any actions throughout the hire period for subsequent public performance or transmission without the written consent of the Museum of Cambridge.
- 2.8. Music or other noise/activity engaged in by users should be carried out at a volume and in a manner that will not disturb other users of the premises, or the Museum of Cambridge's neighbours.
- 2.9. After the booking is completed, the property will be left in a clean and tidy manner. Rubbish will be removed by the hirer or placed in the small bins provided. Excessive waste (more than 1 large black bag) will need to be removed by the hirer, as the Museum of Cambridge cannot accept responsibility for this removal. Cleaning costs and removal of waste incurred by the Museum of Cambridge due to the misuse of our space shall be charged to the hirer. It is jointly agreed that the Museum of Cambridge has the right to remove and dispose of any goods or articles remaining on the premises upon the expiry of the period of the hirer's use and/or occupation of Museum of Cambridge facilities without any liability whatsoever.
- 2.10. The hirer shall report any loss, theft, damages or breakages (including but not limited to damage to the Museum's fabric) to Museum of Cambridge staff immediately upon discovery. The hirer must make good any damage suffered during the hire period (fair wear and tear excepted).
- 2.11. All damages and breakages to The Museum of Cambridge or the property of The Museum of Cambridge, including the loss, removal or theft of property, shall be charged to the hirer at replacement cost.
- 2.12. There is a strict no smoking policy within The Museum of Cambridge and the courtyard, and the use of illegal drugs on the premises is strictly prohibited.
- 2.13. No goods or tickets shall be sold on the premises without the prior consent of the management team at The Museum of Cambridge.

3. Safety, Safeguarding, Insurance and Liability

- 3.1. Unless otherwise stated, the room(s) hired shall be used only for the purpose(s) stated on the booking form, and the person whose name appears on the booking form will be deemed to be responsible for the booking and must be in attendance throughout. This person is also the safety representative (SR). Before the start of any booking the SR must make other members of their group aware of: The Museum of Cambridge Evacuation Plan, the location of all Emergency Exits and the location of Fire Extinguishers. At least one mobile telephone must be accessible for use in an emergency, which will be provided at the point of booking.
- 3.2. The hirer will be responsible for the health, safety and safeguarding of guests whom they invite onto the premises. It is the responsibility of the hirer to ensure that all fire and safety regulations are observed whilst using the building.
- 3.3. Hirers holding activities where children, young people or vulnerable adults are present will be deemed to be responsible for the safety and protection of these children, young people and/or vulnerable adults for as long as they are present on the Museum of Cambridge premises. The hirer is responsible for having their own Safeguarding Policy in place, where relevant, and will be required to provide written evidence of this policy and an appropriate risk assessment.
- 3.4. The use of any item of electrical equipment brought onto the premises must be agreed in advance with the Museum of Cambridge staff. Please note that such equipment must be either less than 12-months old or have passed a Portable Appliance Test (PAT) carried out by a qualified person within the last 24 months. The hirer shall ensure that cable protectors are used to cover all trailing cables.
- 3.5. The hirer shall not bring any flammable substances, petrol, petroleum (or similar spirit), illicit or illegal substances on or into the Museum of Cambridge. There shall be no flames or open heating elements permitted in the venue. This shall be a condition of access to the Museum.
- 3.6. The Museum of Cambridge shall not accept liability for damage to or loss of property or for personal injury. The Museum of Cambridge shall not be liable to the hirer for loss or damage, loss of revenue, loss of opportunity, loss of contract or loss of goodwill.
- 3.7. Where the hirer is using electrical, computer, audio-visual or other equipment belonging to the Museum of Cambridge, the hirer will remain responsible for this equipment throughout the period of their use and/or occupation of the Museum of Cambridge facilities and beyond this unless a handover of the equipment is initiated by the hirer, and between the hirer and a responsible member of the Museum of Cambridge's staff, prior to the hirer's departure from the premises.
- 3.8. The hirer shall not assign or sublet in whole or in part any of its benefits or burdens under these terms and conditions.
- 3.9. Insurance
 - 3.9.1. The hirer shall be responsible for arranging their own insurance to cover any potential loss due to theft, damage, cancellation or postponement of the event (howsoever caused).
 - 3.9.2. The hirer is responsible for having their own public and employer's liability insurance, or any other insurance, where relevant, and will be required to provide written evidence of it.
 - 3.9.3. The hirer shall at the request of the Museum of Cambridge provide evidence that valid and suitable insurance policies are in place. Failing to comply with this shall amount to a fundamental breach of the terms and conditions of the booking.
 - 3.9.4. The hirer shall not do or permit or suffer to be done anything which might wholly or partly invalidate any insurance maintained by the Museum of Cambridge in respect of the Museum of Cambridge or which

might increase the insurance premium for the Museum of Cambridge. If the hirer's proposed use shall increase any insurance premium payable then the Hirer shall reimburse the Museum of Cambridge that additional sum and if the Museum of Cambridge insurers impose any special terms, the hirer shall be responsible for any costs relating to any increased risk management, health and safety issues and for any difference in the excess payable.

- 3.9.5. The hirer shall indemnify and keep indemnified the Museum of Cambridge from and against all claims, proceedings, actions, damages, legal costs (including but not limited to legal costs and disbursements on a solicitor and client basis), expenses and any other liabilities arising from or incurred by the use of the hirer, of any material which involves any infringement or alleged infringement of the intellectual property rights of any third party.

4. In the Event of An Emergency

- 4.1. In the event of an emergency, you are responsible for alerting Museum of Cambridge staff immediately and following all appropriate procedures for ensuring the safety of those onsite. If you dial 999 in the event of an emergency, please alert Museum staff immediately.
- 4.2. In addition, hirers are will be provided with the phone number of an 'on call' member of Museum of Cambridge staff. Please note that these numbers should be dialled only in the event of an emergency. Thank you.

The Museum of Cambridge reserves the right to terminate any booking in breach of the above conditions or for what is deemed by them to be unreasonable or inappropriate behaviour.